

INTRODUCTION AND DEPARTMENT INFORMATION:

INTRODUCTION

Welcome to UCR! When you first arrive on campus you should contact Deidra Kornfeld in the Biological Sciences Graduate Student Affairs Center, located in room 1140 Batchelor Hall. Deidra and the staff at the Center are responsible for all record keeping associated with a graduate student's career in the Department of Botany and Plant Sciences and will provide information on how to register for classes, drop and add courses, establish guidance and thesis or dissertation committees, as well as other important information you will need during your stay.

The next person you will need to contact is Jasmine Mejia in the Department of Botany and Plant Sciences main office, located in Room 2142 Batchelor Hall. Jasmine is responsible for payroll and personnel matters. She will assign you desk space in an office in Batchelor Hall. When you switch for the first time from fellowship support to pay through the department as a Teaching Assistant or Graduate Student Researcher (GSR), you will be required to complete some important employment documents. Jasmine will contact you to remind you of this requirement when it is closer to the time of your pay transition.

Some of you have already met your major professor/faculty contact; if not, Deidra Kornfeld will introduce you to this person. If you have already reached an agreement with a major professor, he or she will help you select your first quarter's classes, and you will begin to work together to identify a Guidance Committee. If you have not selected a major professor and will be rotating through several labs, you will work out your class schedule with your faculty contact or the Graduate Advisor, Dr. Norm Ellstrand, who is located in 4158 Batchelor Hall (ellstrand@ucr.edu, phone x2-4194). Please keep Deidra informed about your rotations. As soon as you select your Guidance Committee, please let Deidra know.

UCR students are required to have a UCR Connection Card (photo identification card), which is needed for checking books out of the library and other official transactions. You should obtain a card as soon as possible after you arrive on campus and register for classes (you need to be an enrolled student to obtain one). Photos are taken at the UCR Card Office in the Highlander Union Building (HUB), Suite 249 from 9:00 am - 4:00 pm, Monday - Friday, for a fee of \$25. Bring a valid form of ID, such as a driver's license or passport. Appointments can be made but are not necessary. The cost of your card is billed directly to your campus student account, so you do not need to bring cash. Your account is activated and ready for you to add value at any time as soon as you have received your UCR Card. Please go to <http://ucrcard.ucr.edu/>

While you will interact most directly with your faculty contact or major professor, you will also want to become acquainted with the Graduate Advisor, Dr. Norm Ellstrand. The Graduate Advisor acts to facilitate the interaction of the student with the Graduate Division and with the Graduate Program's Educational Advisory Committee, which evaluates graduate student applicants and oversees various aspects of graduate student education and progress. Please feel free to stop by the Graduate Advisor's office to discuss any problems that you encounter.

Students who are not citizens of the U.S. must also meet with personnel in the International Education Center (IEC) located in 1669 Statistics Building. The center is a valuable resource and the personnel in this office specialize in services for International Students who pursue their studies here at UCR.

DEPARTMENT HISTORY

In 1907, Riverside became the site of the Citrus Experiment Station for the University of California. The Citrus Experiment Station became a general campus of the University of California in 1954. At that time, our Department was known as the Department of Horticulture. Between 1954 and 1978, the original Department went through several mergers and name changes until 1978, when seven botanists from the Department of Biology joined the Department of Plant Sciences to create the Department of Botany and Plant Sciences. Today, we have approximately 50 graduate students, 35 faculty members, 80 scientists/postdoctoral associates, and about 118 support staff. The Chair is Dr. Jodie S. Holt, the Vice-Chair for Teaching is Dr. Mike Roose, and the Vice-Chair for Cooperative Extension is Dr. Milt McGiffen.

FACILITIES AND RESOURCES

Botanic Gardens and Herbarium - J. Giles Waines, Director

The UCR Botanic Gardens are literally a "living museum" with more than 4,000 plants from around the world exhibited on over 40 acres. The diversity is notable – a result of numerous microclimates created by the combination of variable terrain and Riverside's subtropical climate. The Gardens are also a wildlife sanctuary with almost 200 bird species officially observed. For more information on using the Botanic Gardens' resources in your research, contact Steve Morgan, at 951-784-6962 (Schneider House Office), steve.morgan@ucr.edu or www.gardens.ucr.edu.

The UCR Herbarium, with its collection of dried plants, is a clearinghouse for information regarding plant species distribution in the field. UCR Herbarium records include 126,000 specimens from the southwestern U.S. and Mexico, and the information is available in a database. Records of approximately 200 species have been substantially augmented through Herbarium efforts. For more information on using the Herbarium resources in your research, contact Andy Sanders, 2-3601, andrew.sanders@ucr.edu or www.herbarium.ucr.edu.

Citrus Variety Collection - Tracy Kahn, Curator

For almost 100 years, as one of the most diverse citrus germplasm collections in the world, the Citrus Variety Collection continues to be used a resource for research, breeding, and educational extension activities on the UC Riverside campus. The collection consists of approximately 2,000 trees representing two trees of each of the more than 1,000 different types of citrus and citrus relatives. Approximately 760 of the accessions are within the sub-genus *Citrus*, the remaining types are included in the other 28 of the 33 related genera in the sub-family Aurantiodeae of the Rutaceae. This diversity is manifested visually by types with fruits of unusual shapes, sizes, colors, and tastes growing on trees of varying heights, forms, and foliage characteristics. These living collections also produces fruit with great variation in the chemical compounds of the rind and flesh which gives the fruit differences in taste, texture and aroma. Underlying all of this visible and tangible diversity is genetic diversity which can and has been used to improve citrus varieties for productivity, taste, and disease and environmental and even to develop new food and horticultural crops.

The Citrus Variety Collection was established in 1909 to provide genetic resources for citrus research in California. The range of diversity within this collection makes it a valuable resource for research for the California Citrus Nursery Industry and for the California Citrus Industry as a whole. Currently, the collection serves as a resource for a myriad of research projects from scion and rootstock breeding for the improvement of commercial varieties to the study of the biological activities of citrus limonoids as anticancer agents. Since 1997, more than 40 different projects have utilized trees in the Citrus Variety Collection. For more information about the collection, visit the Citrus Variety Collection web site, www.citrusvariety.ucr.edu, or contact Tracy Kahn at ext. 2-7360.

Computer And Visual Aids

Graduate students will have access to PCs and peripherals within their major professor's laboratory/office space. You should be familiar with the campus policy governing the personal use of campus computers (see the Campus Policies section). Batchelor Hall has wireless connections as well as data connections for internet use. A laptop PC is available and may be checked out by e-mail or phone from the Chair's Assistant at 2-4619 for presentations purposes only. Two LCD projectors for computer-generated presentations and a digital camera are also available and may be checked out from the Chair's Assistant, BH 2118, phone 2-4619. The Department also has slide and overhead projectors, and a 35 mm camera available for checkout in the brown supply cabinet in the 2nd floor lobby. The campus has general use computer labs in each of the Libraries.

Conference Room Checkout

Students may check out one of the two conference rooms (2158 or 4169) located in Batchelor Hall. These rooms may be used for exams, meetings or study groups. See the Chair's Assistant in BH 2118 to reserve one of these rooms. If these rooms are not available, you can talk to Deidra Kornfeld about other rooms available on campus.

Copier Service

The Department has two copiers located in the foyer, second floor, Batchelor Hall. The academics and office staff have priority use of the copiers when they need to copy grant proposals, course examinations, or other documents that must be prepared before imminent deadlines. Access to the copy machines is through a unique code number. See your faculty advisor to obtain this code number. For entering/rotating grad students, please use the code number of the lab in which you are currently working. If you experience problems with the copiers, please contact Henry Gutierrez at 2-5133.

Electronic E-Mail Account

All students are assigned a campus web-mail account. It is very important that you use and read your web-mail account that is assigned to you. The Registrar's Office and the Student Affairs Center use this account to send you important notifications. After your account is activated, please be sure to notify Deidra Kornfeld (deidra.kornfeld@ucr.edu) of your new campus e-mail account address.

Faxing

The Department fax number is (951) 827-4437 and the fax machine is located in the foyer, second floor (directions for its use are posted). Incoming faxes are distributed to your mailboxes by the Chair's Assistant. Outgoing faxes can be sent using a unique code number. See your faculty advisor to obtain this code number. For entering/rotating grad students, please use the code number of the lab in which you are currently working.

Graduate Student Association(s)

UCR has a campus graduate student association (see web site at the end of this section). The UCR GSA is in charge of many graduate elements for the campus, including a mini-grant opportunity.

Botany and Plant Sciences also has a graduate student association, the officers for 2009-2010 are:

Mike Bell (Co-chair)

Sarah Pasquini (Co-chair)

Lee Buckingham (GSA representative)

Abira Selvaraj (GSA representative)

Silvia Heredia (Graduate Education Advisory Committee member)

Kai Palenscar (Graduate Education Advisory Committee member)

The BPSC mini GSA hosts a Tuesday morning Coffee Hour in BH 2158. This is a major fund-raising activity. Donations are accepted for coffee/tea and food items. Everyone is welcome, so be sure to drop by. The GSA also hosts a serve-yourself snack bar located on the east hallway of the 3rd floor in Batchelor Hall.

Housing

If you are still in need of housing when you get to Riverside, there are a number of possibilities. The University has several dormitories (which house mostly undergraduates), family housing, and complexes called Bannockburn Village, Plaza Apartments, and Falkirk Apartments. If you are interested in any of these, check the campus telephone directory and call them for more information. The off-campus Housing Services office is located at 3595 Canyon Crest Drive, telephone number (951) 827-6350. This office also has a list of private homes and apartments for available for rent. Also check with Deidra Kornfeld as she may have listings for private homes and names of other graduate students looking for roommates.

Keys

Keys to the Batchelor Hall (BH) building, to your office, and to your laboratory can be checked out in BH 2132. Complete the Key Authorization form, which can be picked up in BH 2132, have your faculty advisor/supervisor sign it, and then turn it in to Jodie Messin or other staff members in BH 2132 to obtain keys. Please note that undergraduate students will be allowed to check out keys on an exception basis only, with prior approval from the BPS Chair, Financial and Administrative Officer, Cherie Cooksey, or Financial Operations Manager, Deb Terao.

Please note that theft is a major problem at any "open" institution such as UCR. Doors to offices and labs should be locked when rooms are unoccupied. Purses, calculators, etc., should be kept in a locked drawer. Doors to the building should close automatically, but sometimes do not; be sure that the building entrance doors are locked when you leave the building at night or on weekends.

Mail

You will be assigned a mailbox in BH 2150. Mail is distributed daily at approximately 10:00 a.m. and 2:30 p.m. Outgoing letters concerning official University business may be placed in the mailbag that hangs on the end of the table in the mailroom. Please remember that personal mail, even if stamped, may not be placed into this bag by anyone. The University mailroom personnel will return such items to the Department; they will not place them into the U.S. mail. A regular mailbox for mailing personal items is located across the street from the south side of the building. Mail is picked up from this drop-box once a day, Monday through Friday.

Maintenance and Repair Services

EMERGENCIES (working hours): Rob Lennox, ext 2-4421, cell 452-4256; Eric McCullough, x23551; Physical Plant, 2-4214.

EMERGENCIES (nights and weekends): Steam Plant, ext. 2-4677 call for mechanical problems (i.e. something dangerous to you, the building, or the project). If you have an emergency and have called the afterhours number, let Rob Lennox know when you are back at work.

Chemical spills: Environmental Health and Safety, ext. 2-5528, 2-5518, 2-6312.

Public Safety (Campus Police): Emergency, ext. 911; Non-emergency, ext. 2-5222.

NORMAL OPERATIONS

Departmental Facilities Coordinator: Rob Lennox, 2-4421, cell phone 452-4256, robert.lennox@ucr.edu. Call for greenhouse issues, space needs, and general building issues (i.e. doors, lights, sinks, etc.). Eric McCullough, ext. 2-3551, maintenance of greenhouse coolers, benches, irrigation systems; and electrical or mechanical equipment repair (unless under warranty).

Greenhouse Teaching Facilities: Doug Holt, 236-2132, douglas.holt@ucr.edu. Assists with teaching lab services.

Greenhouse Pest Management Services: Currently in transition from BPS to Agricultural Operations. Ag Ops, ext. 2-5906.

Electronic Equipment Repair and Growth Chambers: Bob Bergeron, ext. 2-5631, bob.bergeron@ucr.edu.

Repairs of laboratory and office equipment (i.e. printers, computers, etc.) can be arranged with Bob Bergeron. The electronic shop is located off the loading dock on the second floor of the building (BH 2164, 2-5631). Bob also has a mailbox in the mailroom. His shop is fully equipped with test equipment for calibration and diagnosis, and technical support phone numbers. Repairs are done on a recharge basis, i.e., the cost of service is charged to an account that is specified by your supervisor. Thus, you should always discuss the matter with your supervisor before asking Bob to do a repair. Bob also handles rental and repair of growth chambers.

Sometimes, repair of electronic scientific equipment must be carried out by service persons from the company that built or sold the equipment. Payment for these services must be from funds administered by your research supervisor. Be sure to check with your supervisor before you order repair work from outside agencies!! You must obtain a Purchase Order from Henry Gutierrez (located in BH 2122) before an outside agency is contacted.

Ordering Supplies

Items for use in your supervisor's research program may be ordered from a variety of suppliers, including the University Storehouse. Henry Gutierrez (BH 2122) is the BPS Purchasing Specialist, and he is responsible for the procurement of all supplies and services to ensure compliance with applicable UC policy and procedures. Please discuss your lab's procedures for ordering materials with your major professor or lab manager before actually preparing an order.

Storehouse requests should be submitted through your laboratory manager, who has access to the on-line Storehouse system, and will be approved and processed by Henry Gutierrez.

Items not available through Storehouse are processed through UCR's eBUY system. You may complete a "Request to Purchase" form or submit an order in eBuy via your laboratory manager. All purchase requests must contain all required information, have a complete FAU (account billing information), and be approved by your faculty supervisor or designee before the order will be processed. Incomplete requests will be returned to the requestor.

In order to ensure that your order is placed in a timely manner, please submit it to Henry Gutierrez no later than 12:00 pm. If you are submitting an order after 12:00pm and the order needs to be placed that same day, please see Henry in person!

If you have placed an order and have not received it within a reasonable time (which may vary from vendor to vendor and item to item), please check with Henry. You should order materials sufficiently in advance of your needs so your research is not disrupted by undelivered items.

Packages are delivered to 2150 Batchelor Hall. Office staff will call the lab to alert you that a package requiring refrigeration has been delivered and should be picked up immediately.

Please check the order immediately for accuracy and for any damages- we only have 10 days from the date of receipt to report any discrepancies or damage to the vendor to have issues resolved. Initial and date the packing slip/order confirmation and place it in Henry's in-box within 48 hours of receipt. Packing slips which are lost or not forwarded to Henry can cause delays in replacing damaged goods or in processing payment to vendor.

If you have any questions, please contact Henry Gutierrez (2-5133) and he will be happy to walk you through the purchasing process.

Plant Growth Facilities

The Department maintains extensive facilities for growing plants. Numerous greenhouses, lath houses, growth chambers, and two tissue culture facilities are available for research and teaching purposes (see map section). As your research project develops, you may have need for some of this space. The Departmental Facilities Coordinator, Rob Lennox (BH 2157) is responsible for assigning available space to Department members and students. Although there is no charge for using most facilities, we do charge a nominal fee for the use of growth chamber and Arabidopsis facility. These may be reserved through Bob Bergeron in the Electronics shop (BH 2164- off the loading dock on the second floor) or call 2-5631 or call Rob Lennox at 2-4421, or, in an emergency, call Rob's cell phone: 452-4256. It is important to note that there is often a heavy demand for space, so plan early. To use the tissue culture facilities, contact Dr. Nothnagel (BH3202, 2-3777) for the tissue culture room in Batchelor Hall or Dr. Orozco-Cardenas (GH 2, ext. 2-3885) for the facility in Greenhouse 2 (Plant Transformation Facility). The Department is also in charge of the UCR Botanic Gardens and Herbarium (see Botanic Gardens and Herbarium on page 2 of this section). These, too, are available for use in teaching and research. Finally, the Department has at its disposal, many acres of agricultural land and natural reserves, including the Citrus Variety Collection (see Citrus Variety Collection on page 2 of this section). Much of this acreage is located near the campus, but field stations exist throughout the state and are available to us, providing facilities for growth of plants in several different environments. Should your research require space in any of these facilities, arrangements should be made through your faculty supervisor.

Safety

Safety of its students and employees is a major concern of the Department and the University. Several important documents, including the Departmental Emergency Action/Fire Prevention Plan, Injury and Illness Prevention Program, and Chemical Hygiene Plan, have been developed by the Department to provide guidelines for safety in research and during emergencies. All students and employees should be familiar with this information, and your supervisor will provide copies of these documents for your review. In addition, all laboratory personnel are required to attend a Laboratory Safety Training session offered on campus by Environmental Health and Safety within three months of entering the Department. Make sure all records of completed training are given to Jasmine Mejia (BH 2142) to be put into your file.

If you are injured or ill while on campus, the Campus Health Center is located in the Veitch Student Center across from parking lot 15, the telephone number is (951) 827-3031. If you are injured so badly that you cannot go to the Veitch Student Center unassisted and no one is available to transport you there, call the University's Department of Public Safety (POLICE) at ext. 911 or 2-5222. If you are injured while working within your duties as a student and medical treatment is needed, you are required to fill out an Injury Report within 24 hours of the injury, if possible. Notify Jasmine Mejia at 2-4608. If you are a Teaching Assistant in a class and one of the students in the class is injured (regardless of how slight the injury), report it to the instructor of the class and Student Health Service immediately.

Graduate students are also covered by a mandatory health insurance plan. Information regarding policy benefits, comparable coverage exemptions, and optional dependent coverage can be obtained through the Campus Health Center, Veitch Student Center, at 2-5683. The insurance is designed to supplement the outpatient care available through the Campus Health Center.

It is important to note that there are limitations to the services that the Campus Health Center can offer. These do not include care of preexisting and chronic conditions and care of any individual beyond his/her date of withdrawal from the University. It should also be noted that limited funds force the Campus Health Center to charge for dentistry and certain other procedures, usually related to treatment, not diagnosis. Please refer to the Campus Health Center booklet for more complete information.

Student Services

The current UCR Catalog contains a wealth of information about services and facilities available to UCR students. These include, among others, a description of the Campus Activities Office, the International Education Center, the Special Services Office, the Campus Ombudsman Office, the Campus Health Center, the Counseling Center, the Learning and Study Skills Center, the Housing and Food Service, the Department of Public Safety (POLICE), and Parking Services, a summary of projected student expenses, the Financial Aid Office, the Educational Opportunity Program/Student Affirmative Action Program, and the Career Planning and Placement Center. You are urged to become familiar with this information and to use these services to your best advantage.

Telephones

University telephones are to be used for official University business only- this means that you should keep to a minimum the use of phones for necessary personal calls. University telephones may not be used for personal calls outside the local dialing area. All long-distance calls made from laboratory phones are billed to the operating accounts of the laboratory head, who receives a monthly listing of when and to where each call was made. Consult the front pages of a Campus Telephone Directory for dialing instructions for campus, local, and long-distance calls.

Travel

University travel regulations are fairly complex, therefore we will not reiterate the entire policy here. When it is necessary for you to travel in connection with your research--and for which you expect to be reimbursed from University funds--please check with Jodie Messin in 2132 Bachelor Hall BEFORE you leave on your trip or incur any expenses. Most air fare and registration fees that require advance payment can be processed through eBuy so that the traveler does not need to use his or her credit card. You will be given instructions regarding receipts and other pertinent information. It is very important that you are knowledgeable about these campus requirements, or you may find that you cannot be reimbursed for a legitimate expense. You will need to fill out a Travel Reimbursement Form or enter your data in the iTravel, UCR's electronic travel system, after you complete your travel. Access to the iTravel system is encouraged and is available through Jodie Messin located at 2132 Bachelor Hall. Travel forms are available in the Department Office, BH 2132.

Reimbursement for travel to present a paper or poster at scholarly meetings is available from the Department and the UCR Graduate Student Association. The Department will provide up to \$200 (limited to one trip per year) to match equivalent funds provided by your Major Professor or any other source. Please submit your travel voucher, including original receipts, and documentation of matching funds to Jodie Messin to obtain department approval. Information about GSA Mini-Grants and application deadlines can be obtained from the Graduate Student Association www.gsa.ucr.edu.

Vehicle Checkout

Vehicles are available from Fleet Services (2-2277) or through the campus on-line Fleet Services registration system on an FAU (re-charge) basis. See your laboratory manager for assistance or access. University vehicles are not to be used for personal business and are to be returned clean and ready for the next person to use. You must be a University employee to ride or drive in University vehicle. A car wash and vacuum are available at the garage. If something breaks or is not operating properly, please report to Fleet Services immediately.

Web Pages

Here are some useful Web Pages:

Biological Sciences Graduate Student Affairs Center
<http://www.bioscigrad.ucr.edu/>

Department of Botany and Plant Sciences
<http://www.plantbiology.ucr.edu/>

College of Natural and Agricultural Sciences Department
<http://cnas.ucr.edu/cnas>

General Catalog On-Line (saves you from buying one at the Bookstore!)
<http://www.students.ucr.edu/catalog/>

Graduate Division Student Handbook
<http://www.graduate.ucr.edu/GSHndbk.pdf>

UCR Graduate Student Association
<http://www.gsa.ucr.edu/Home/home.html>

Schedule of Classes
<http://www.classes.ucr.edu/>

GROWL On-Line Registration
<http://www.students.ucr.edu/paws/>

UCR Libraries
<http://library.ucr.edu/>

UCR HUB
<http://highlanderunionbuilding.ucr.edu/Pages/default.aspx>

UCR Housing Office
<http://www.housing.ucr.edu/>

City of Riverside (full of useful information about the city and area)
<http://www.ci.riverside.ca.us/>

How to be a Good Graduate Student (Composed by Marie desJardines at Indiana University) contains a lot of valuable information about what it is like to be a Graduate Student, relationships with faculty, and the nature of graduate studies.
<http://www.cs.indiana.edu/how.2b/how.2b.html>

PHD PROGRAM:

PATHWAY TO PH.D. DEGREE

Meet with your Major Professor or Faculty Contact (**you may do up to 3 six-week rotations**)



Reach an agreement with a Major Professor (**must be done no later than the 8th week of second quarter**)



Nominate a Guidance Committee

Plan Course Program

(All must be done and submitted to Educational Advisory Committee (EAC) for approval by the end of second quarter.)

Ph.D. Plant Biology



Ph.D. Plant Biology (Plant Genetics)

(Change is possible, but requires formal approval from the Graduate Division)

Complete Course Program



Nominate Qualifying Exam Committee (Major Professor is excluded from this committee)

Five members must include at least two members to examine in the Major Area and at least one member to examine in each Minor Area.

One member must be from outside of Botany and Plant Sciences. A BPSC member must serve as Chair of the committee.

Nominations are subject to EAC and Graduate Division approval

Must be done at least 2 weeks before exam begins

Dates of exam must be communicated to Deidra two weeks in advance so she can prepare forms



At least one week before the Qualifying Exam, the student is required to provide a brief (3-5 page maximum) summary of the proposed dissertation research plans and progress thus far to the Qualifying Exam Committee. The proposal should be developed in consultation with the Major Professor, but written by the student alone.



Qualifying Exam. Two full days of Written Exam Questions followed by a three-hour oral exam (approximately one week later).

Qualifying exam needs to be completed as soon as possible after finishing formal coursework.

If coursework is completed and the exam is passed, you are Advanced to Candidacy (normative time = 2 years).



Nominate a Dissertation Committee (at least three faculty members, Major Professor is the Chair).

Nominations are subject to EAC and Graduate Division approval.

Must be done within two weeks after passing the qualifying exam. Within six weeks of passing the qualifying exam, the student must provide the Dissertation Committee with a research proposal. The proposal must be revised to the satisfaction of the Dissertation Committee within 3 months of passing the qualifying exam.



Submit Dissertation title to Graduate Division



Defend Dissertation

Date of your defense must be communicated to Deidra as soon as you know it so she can prepare the forms



Ph.D. Awarded (normative time is 5 years)

All forms available from Bio Sci Graduate Student Affairs, 1140 Batchelor Hall. Throughout your studies, please keep the Student Affairs staff informed as to your expected date of completion...this helps them remind your of important dates

GUIDELINES AND PROCEDURES FOR THE Ph.D. DEGREE PROGRAM IN PLANT BIOLOGY AND PLANT BIOLOGY (PLANT GENETICS)

MAJOR PROFESSORS/ROTATIONS/GUIDANCE COMMITTEE:

Some students enter the Plant Biology or Plant Biology (Plant Genetics) program with a Major Professor already selected. However, the Department also allows Ph.D. students to rotate through up to three different faculty laboratories during the first quarter and part of the second quarter before coming to an agreement with a Major Professor. Each rotation lasts for six weeks. This allows the student to reach an agreement with a Major Professor by the end of the 8th week of their second quarter at the latest.

Once students come to an agreement with a Major Professor, they will form a Guidance Committee consisting of their Major Professor (as Chair) and at least two other faculty members. This Guidance Committee will assist the student with planning a formal Course Program to prepare the student for research and the Qualifying Exam.

COURSE PROGRAMS:

Students are expected to meet all general requirements of the Graduate Division as printed in the General Catalog. The detailed Course Program considering the specific interests of the student will be determined by the Guidance Committee and submitted to the Graduate Educational Advisory Committee (EAC) for approval no later than the end of the student's second quarter.

The following courses offered at UCR, or their equivalent in content, are prerequisites for entry into the program. Students may be accepted into the program without having completed all of the entrance requirements listed. In that case the deficiencies (as determined by the Guidance Committee or EAC) must be made up as soon as possible after the student begins course work.

1 year General Biology	Biology 5A, 5B, 5C
1 year General Chemistry	Chemistry 1A, 1B, 1C
1 course in Genetics	Biology 102
1 course in Calculus	Math 9A
1 course in Biochemistry	Biochemistry 100 or 110A
2 courses in General Physics and/or Statistics	Physics 2A, 2B Statistics 100A or 105 or 120A

Either prior to entering the graduate program or before advancement to candidacy, students must have completed the equivalent of BPSC 104 and one other course from the core plant biology courses (BIOL 107A, BPSC 132, BPSC 135, BPSC 138, BPSC 143, BPSC 146).

Before the end of their second quarter, students should identify one "major area" and two "minor areas" of Plant Biology or Plant Genetics for specialization. Students are required to complete three graduate-level courses supporting their "major area". Students are examined on their major and minor areas during their Qualifying Examination. In reviewing course programs submitted by Guidance Committees of Ph.D. students, the EAC pays particular attention to several points:

1. The course program must include courses that will remove any deficiencies of the student.
2. The course program must include the required seminar courses (BPSC 240, 250, 260).
3. The course program must contain courses that will adequately prepare the student for the qualifying examination and will provide a background that will enable the student to successfully carry out the dissertation and further research in his/her area of specialization.
4. The EAC examines course programs to insure consistency and quality in the education of all of our Ph.D. students.

Graduate courses taken previously may be considered towards fulfilling these requirements. Students may petition to change the course program, the major area, or the minor areas at any time.

While consistency is sought for all of our students, the EAC recognizes that the best graduate education will be achieved when a course program is tailored to meet the needs of a particular student. Therefore, when the EAC reviews a course program, it is important that the needs and plans of the particular student be known. For this reason, *the EAC will not consider a course program unless the Guidance Committee submits with the course program the Supplementary Information Form including the following items:*

1. An explanation of any unusual circumstances regarding the deficiencies of the student.
2. A short statement of the immediate educational and career goals of the student.
3. A statement of the student's major area of specialization and two minor areas to be covered on the Qualifying Exam. The three graduate courses supporting the major area of specialization should also be explicitly identified.

REGISTRATION GUIDELINES:

You must enroll in a total of at least 12 units every quarter.

BPSC 200A, 200B

All first-year students must enroll in BPSC and BPSC 200B during their first Fall and Winter quarters.

BPSC 250 and BPSC 260

You must enroll in BPSC 250 each time that it is offered (every Fall and Spring). Grades are S/NC except for the quarters that you present a seminar. In those quarters, the instructor will assign you a letter grade.

You must enroll in BPSC 260 every quarter that it is offered (currently every Winter). You may petition to substitute an equivalent seminar in another department.

BPSC 290, 291, 292, 297, and 299

BPSC 290 – Directed Studies. Used for independent or directed studies in a specific subject matter that is not covered by a standard course. You must come to an agreement with a faculty member prior to registering.

BPSC 291 – Individual Study in Coordinated Areas. Enroll in this if you have not yet advanced to candidacy and need more than 6 units of research to reach 12 units. Use 297 first, and then fill in with 291.

BPSC 292 – Concurrent and Advanced Studies. Enroll in this concurrently with an undergraduate course in order to receive graduate credit for the course. You will need to do additional, graduate level work beyond what is required for the undergraduate course. Consent of instructor is required and the EAC must approve.

BPSC 297 – Directed Research. Enroll in this if you are a MS or PhD student who has not advanced to candidacy. You can enroll in a maximum of 6 units per quarter.

BPSC 299 – Research for Thesis or Dissertation. Enroll in this after you advance to candidacy. You can enroll in a maximum of 12 units per quarter.

BPSC 302

BPSC 302 – Teaching Practicum. Enroll in this while you are serving as a teaching assistant. Students typically enroll in 1 – 2 units.

SEMINAR REQUIREMENTS:

All full-time students in residence in the Ph.D. Program must enroll in the BPSC 250 and 260 Seminars during each quarter in which they are offered. Students may enroll in an equivalent seminar course as a replacement for the BPSC 260 Seminar. Also, students must present at least one BPSC 250 Seminar during the Ph.D. Program in addition to the defense of the dissertation (cannot use BPSC 250 seminar presented while enrolled in the Master's program). The dissertation defense will normally be presented in the BPSC 250 Seminar Series; however, if necessary, a special seminar may be scheduled for the defense. All students must complete at least one quarter of BPSC 240 *before* they advance to candidacy.

TEACHING EXPERIENCE:

Students are required to obtain at least one quarter of teaching experience before they graduate. See Teaching Assistant section (in Financial Support Information) for more information about fulfilling this requirement.

QUALIFYING EXAMINATION:

The major professor, working in consultation with the student, suggests the composition of the Ph.D. Qualifying Examination Committee, which is then nominated by the Educational Advisory Committee and approved by the Graduate Division. The Qualifying Examination Graduate Committee consists of five members. The five members must include at least two members to examine in the major area and at least one member to examine in each minor area. At least three of the members, including the Chair, must be members of the Botany and Plant Sciences faculty or Cooperative Extension Specialists within the Department. At least one member must be from outside the Department. The major professor shall not be a member of the Qualifying Examination Committee.

The purpose of the qualifying examination is to verify knowledge in the student's major area and two minor areas of specialization and is not restricted to the area of the proposed dissertation research. These areas should be selected at the time the course program is established. The Qualifying Examination Committee will be composed of individuals representing the major area of specialization and the minor areas of specialization. See the "Request for Formation of the Ph.D. Qualifying Exam Committee" form for more detailed information.

Once the Educational Advisory Committee and the Graduate Division have approved the Qualifying Exam Committee, the student consults with the committee to establish specific dates for the examination. The Qualifying Examination consists of two days of Written Examinations followed by a 3 hour Oral Examination if the student passes the written portion. In Botany and Plant Sciences, typically only the Committee Members from inside the Department submit questions for the written portion of the examination. The member from outside the Department may contribute during the Oral Examination; however, his or her primary purpose is to insure fairness during the process. The Biological Sciences Graduate Student Affairs Center helps the student with room scheduling for the examination.

At least one week prior to the Qualifying Examination, the student is required to provide a brief (3-5 pages maximum) summary of the proposed dissertation research plans and progress thus far to the Qualifying Exam Committee. The proposal should be developed in consultation with the Major Professor but written by the student alone.

DISSERTATION COMMITTEE:

In consultation with their Major Professor, students must establish a Dissertation Committee no later than two weeks after they pass their Qualifying Examinations. The Dissertation Committee, with the Major Professor as Chair, must consist of at least three members and will guide the student throughout the remainder of their career at UCR. Ultimately, the Dissertation Committee is responsible for signing off on the final Dissertation and evaluating the student's final oral Dissertation Defense.

Within six weeks of passing the Qualifying Examination, the student must provide his/her Dissertation Committee with a proposal that describes the research project in detail. The proposal should not exceed 10 pages, excluding the literature cited, tables and figures, and should include an introduction relating the project to the existing literature in the subject area, summary of research progress to date, hypotheses to be tested, experimental plans and expected results. The dissertation proposal is developed in conjunction with the major professor. The dissertation committee will evaluate the proposal and assist the student to revise it. The student must complete these revisions to the satisfaction of the Dissertation Committee within 3 months of passing the Qualifying Examination. The final approved proposal should be placed in the student's file to serve as a road map for the student and his/her committee. The progress of students who fail to meet this requirement will be considered unacceptable. The Dissertation Committee will indicate receipt of the draft proposal on the annual Graduate Student Evaluation form. Revisions to the proposal should be similarly noted on this form in the appropriate year.

DISSERTATION COMPLETION:

The student should consult with the Biological Sciences Graduate Student Affairs Center regarding deadline dates for filing rough and final drafts of the dissertation and for scheduling the final defense.

PHD GUIDANCE COMMITTEE APPROVAL FORM

This form is to be completed by the end of the eighth week of the second quarter.

(Please type or print)

Name _____ Date _____

I would like to request the following members be appointed to my Guidance Committee.
They have all agreed to serve on this committee.

_____, _____ Major Professor
Print name Signature

_____, _____
Print name Signature

_____, _____
Print name Signature

PH.D. PROGRAM

Name of Student _____

Date Entered Program _____

Ph.D. Plant Biology

with a concentration in Plant Cell, Molecular, and Developmental Biology? Yes No

Ph.D. Degree in Plant Biology (Plant Genetics)

This is to certify that the above-named student has completed all departmental entrance requirements in the following specified manner:

REQUIREMENTS*	UNITS	YEAR	INSTITUTION
Biochem 100 (Elementary) or 110A	5		
Biol 5A (General)	4		
5B (General)	4		
5C (General)	4		
Biol 102 (Genetics)	4		
Chem 1A (General)	4		
1B (General)	4		
1C (General)	4		
Math 9A (Calculus)	4		
Two courses in Physics and/or Statistics:			
Physics 2A (General)	4		
2B (General)	4		
Stat 100A, or 105 or 120A	4		

BPSC 104	4		
One core Plant Biology course: BIOL 107A, BPSC 132, BPSC 135, BPSC 138, BPSC 143, BPSC 146	3-5		

BPSC 240 (at least one): (1) _____

Quarter/Year

BPSC 200A and 200B _____

MAJOR AREA _____ MINOR AREAS (1) _____

3 GRADUATE COURSES WHICH SUPPORT MAJOR AREA: (2) _____

QUALIFYING EXAMINATIONS COMPLETED:

Written: _____

Oral: _____

PRELIMINARY BPSC 250 SEMINAR: _____

Quarter/Year

PROPOSED DISSERTATION TITLE: _____

DISSERTATION RESEARCH SEMINAR: _____

Date completed

COURSES REQUIRED BY GUIDANCE COMMITTEE

Name of Student _____

Quarter _____			Quarter _____			Quarter _____		
COURSE #	COURSE TITLE	UNITS	COURSE #	COURSE TITLE	UNITS	COURSE #	COURSE TITLE	UNITS
Quarter _____			Quarter _____			Quarter _____		
COURSE #	COURSE TITLE	UNITS	COURSE #	COURSE TITLE	UNITS	COURSE #	COURSE TITLE	UNITS

Major Professor _____ Date _____

Guidance Committee Member _____ Date _____

Guidance Committee Member _____ Date _____

Request for Formation of the Ph.D. Qualifying Examination Committee

The Major Professor, working in consultation with the student, suggests the composition of the Ph.D. Qualifying Examination Committee, which is then nominated by the Educational Advisory Committee and approved by the Graduate Division. The purpose of this form is to assist the student and his/her Major Professor in requesting formation of the Qualifying Examination Committee.

The Qualifying Examination Committee consists of five members. At least three of the members, including the Chair, must be members of the Botany and Plant Sciences faculty or Cooperative Extension faculty. At least one member must be from outside the Department. The Major Professor shall not be a member of the Qualifying Examination Committee. The student must ask faculty members in advance if they would be willing to serve on the Qualifying Examination Committee or to serve as Chairman of the Committee.

The purpose of the qualifying examination is to verify knowledge in the student's major area and two minor areas of specialization. These areas should be selected at the time the course program is established. The Qualifying Examination Committee will be composed of individuals representing the major area and two minor areas of specialization.

To request formation of the Qualifying Examination Committee, list the specialization and two minor areas that you wish to have emphasized in the qualifying examination. For each area listed suggest a faculty member with expertise in the listed area. The five members must include at least two members to examine in the major area and at least one member to examine in each minor area. **Suggest alternate faculty members for at least two of the listed areas.** Note that a faculty member listed for a particular area is not restricted to asking questions only in the designated area.

Both the student and the Major Professor should sign the completed form and return it to the Bio Sci Graduate Student Affairs Office (1140 Batchelor Hall) for approval by the Educational Advisory Committee.

Student's Name _____

Student's Program: Ph.D. Plant Biology _____ Ph.D. Plant Biology (Plant Genetics) _____

Major Area _____

Minor Area 1 _____ Minor Area 2 _____

Committee Members from Inside the Department:

Chair of the Qualifying Exam Committee:

Faculty Member Name	Examination Area	Alternate Faculty Member
_____	_____	_____

Other Inside Members: Faculty Member Name	Examination Area	Alternate Faculty Member
_____	_____	_____
_____	_____	_____
_____	_____	_____

Committee Member from Outside of the Department:

Faculty Member Name	Examination Area	Alternate Faculty Member
_____	_____	_____

Student Signature _____ Major Professor Signature _____

March 6, 2002

TO: Graduate Students and Faculty, BPSC

FROM: M. L. Roose, Graduate Advisor

RE: 250 Seminar Presentations

Questions about the requirement for a seminar presentation have come up several times recently. The EAC reviewed our policy about the requirement for seminar presentation and the purpose of this memo is to summarize this information so you can plan for your participation in this course. You may want to add this page to the "Graduate Student Handbook" so you can keep track of it.

M.S. students: The formal requirement is that each student must present one BPSC 250 seminar. Students making a presentation receive a letter grade for this course during that quarter. We strongly encourage all students to schedule their seminars during a quarter when BPSC 250 is offered (currently fall and spring, not winter). If you cannot present your seminar as part of the regular 250 series, then you must arrange for a "special seminar" that should be announced to the department (by posting a notice) at least one week before the seminar. You must also petition the EAC to approve use of the special seminar as meeting the 250 requirement. This memo should explain why the presentation cannot be made as part of the regular 250 series. Valid reasons are the 250 series is not offered during the quarter you are ready to present, or that no slots are available and delaying would cause financial problems. We will consider other explanations. You cannot enroll in BPSC 250 while on filing fee and, therefore, the seminar should be completed before going on filing fee.

Note that there is no requirement for an M.S. thesis defense. Normally, M.S. students in the thesis plan will present a 250 seminar on their thesis research, but this is not required for the degree.

Ph.D. students: The formal requirement is for one 250 seminar and a Dissertation Defense. The Dissertation Defense can be presented in the 250 seminar series (encouraged), or as a special seminar. No justification is required to present a defense as a special seminar. Because of the longer time available to Ph.D. students, we expect that nearly all students will be able to present one seminar in the 250 series in addition to their defense.

GUIDELINES AND PROCEDURES FOR THE MASTER'S PROGRAM IN PLANT BIOLOGY

MAJOR PROFESSORS/ROTATIONS

Most students enter the Plant Biology program with a Major Professor already selected. However, the Department also allows M.S. students to rotate through up to three different faculty laboratories during their first two quarters before coming to an agreement with a Major Professor. Each rotation lasts for three-four weeks. This allows the student to reach an agreement with a Major Professor by the end of the 2nd week of their second quarter at the latest.

GUIDANCE COMMITTEE

By the second week of the second quarter, the Major Professor and student must recommend to the EAC a three-member Guidance Committee (which normally becomes the Thesis Committee for Plan I students), including at least one other member from the Botany and Plant Sciences faculty or Cooperative Extension Specialists within the Department. After appointment by the EAC, the Guidance Committee will, in consultation with the student, define a program of courses, study and research that is appropriate for Plan I (Thesis) or Plan II (Comprehensive Examination) and submit it for review and approval to the EAC. Changes in approved course programs must be approved by the Guidance Committee and the EAC. Students and faculty are encouraged to develop individual programs that suit the specific needs of the student. The Guidance Committee must meet with the student at least once per year to review progress and must submit an annual progress report to the EAC each academic year in April.

Students are expected to complete all M.S. Program requirements within seven full-time quarters in residence or its unit equivalence for part-time students.

PLAN I (THESIS) GENERAL DESCRIPTION

The student must successfully complete a program of courses of study as defined by the Guidance Committee. After this, the student will apply to the Graduate Division for Advancement to Candidacy. A Thesis Committee will advise the student on research and thesis preparation. Ordinarily, the Guidance Committee will become the Thesis Committee unless changes are recommended to the EAC by the Guidance Committee. The Thesis Committee must have at least three members. The chairman and at least one other member must be from the Botany and Plant Sciences faculty or Cooperative Extension Specialists within the Department. The Thesis Committee will sign the approval page of the thesis when the program of courses, study and research, and the thesis have been completed to their satisfaction. Candidates are required to present at least one seminar to the Department in which they discuss their thesis research.

The thesis may be of conventional format or include manuscripts for publication. In the latter case, candidates must be senior authors of manuscripts that cover substantive parts of the thesis. Irrespective of the format of the thesis, the introduction, literature review, methods, results, discussion and conclusions must be adequately complete, as determined by the Thesis Committee. Candidates are encouraged to incorporate all pertinent data in addenda to the thesis, if they are not incorporated into manuscripts used as part of the thesis. Students should obtain a description from the Graduate Division of their specific requirements for the thesis and the use of manuscripts as part of the thesis. Students should consult with the Biological Sciences Graduate Student Affairs Center regarding deadlines for submission of the rough and final drafts of the Thesis.

PLAN II (COMPREHENSIVE EXAMINATION) GENERAL DESCRIPTION

The student must first successfully complete a program of courses, study and research as defined by the Guidance Committee and the student's selection of one major area and one or two minor areas of emphasis in which the student will be examined (see Request for Formation of M.S. Comprehensive Examination Committee at the end of this section for more details). The comprehensive examination will also include a report from a directed research project or a critical literature review, involving a minimum of six units of graduate research work (BPSC 290 or 297) and due to the members of the examination committee 2 weeks before the scheduled start of the written examination (see Guidelines for the MS Plan II Comprehensive Examination Reports below).

The four-member Comprehensive Exam Committee will be appointed by the EAC and will include at least two members who were not on the Guidance Committee. The chairman of the committee will be a member of the Botany and Plant Sciences faculty or Cooperative Extension Specialists within the Department. At least three members of the committee must be Botany and Plant Sciences faculty. It is recommended that the major professor and student suggest members for this examining committee and alternates to the EAC. Students may take up to six units of BPSC 291 when preparing for the Comprehensive Examination.

The reports will be evaluated on a pass/fail basis by the members of the Comprehensive Examination Committee who will report the results to the chair of the Examination Committee. The chair will convey the results to the student who must revise the report to the satisfaction of the Examination Committee prior to the oral examination. The chair makes the final decision. It should be noted that this report can not be used as part of a Ph.D. dissertation in Plant Biology or Plant Biology (Plant Genetics) at UCR.

Guidelines for the MS Plan II Comprehensive Examination Reports

1. A report from a directed research project should include the following:
 - a. 250-word abstract
 - b. introduction that critically reviews the relevant literature
 - c. hypotheses tested
 - d. methods
 - e. results
 - f. discussion (may be combined with the results)
 - g. literature cited

2. A critical literature review should include:
 - a. 250-word summary
 - b. introduction to the problem
 - c. hypotheses to be tested by reviewing the literature
 - d. critical literature review
 - e. conclusion
 - f. literature cited

Reports and literature cited should follow the format of a research or review article, respectively, of a journal appropriate to the subject matter. The text (not including the literature cited, tables, or figures) is anticipated to be a minimum length of 15 double-spaced pages for a report from a directed project and 20 double-spaced pages for a critical literature review.

The Comprehensive Examination will evaluate the student's understanding of the areas represented by their selected major and minor areas of emphasis. The MS report shall not be the full focus of the examination. The examination will consist of a three- to six-hour written examination and an oral examination on a subsequent day. After the written examination, the committee will decide whether the candidate has passed, failed with no possibility of reexamination, or failed with option of reexamination. When the written examination is passed, the candidate will take the oral examination. In this case also, the student may be passed, failed, or required to retake the examination. Written and oral examinations may not be taken more than twice. Only if at least three of the four committee members cast positive votes shall the student's performance be judged passing. If any member of the committee believes that unfair or improper procedures were followed, that member may petition the EAC to review the process in consultation with the Graduate Council. In such a case, the student should be informed that a final decision has not been made. After due deliberation and consultation, the EAC shall make a final decision in the matter.

The Comprehensive Examination Committee (for Plan II students) or the Thesis Committee (for Plan I students) will provide an opinion concerning the candidate's suitability for the Ph.D. in Plant Biology or Plant Biology (Plant Genetics) at UCR, if requested to do so by the Ph.D. Program or by the student.

GUIDELINES FOR COURSE PROGRAMS

The following guidelines are to be used in planning individual course programs for students in the Master's Program. Students are expected to meet all general requirements of the Graduate Division as printed in the General Catalog. Inasmuch as student backgrounds and interests are extremely varied, course programs are expected to differ from one student to another. The detailed program considering the specific interests of the student will be determined by the Guidance Committee and submitted to the EAC for approval no later than the end of the student's second quarter.

The following courses offered at UCR, or their equivalent in content, are prerequisites for entry into the program. Students may be accepted into the program without having completed all of the entrance requirements listed. In that case the deficiencies (as determined by the Guidance Committee or EAC) must be made up as soon as possible after the student begins course work.

1 year General Biology	Biology 5A, 5B, 5C
1 year General Chemistry	Chemistry 1A, 1B, 1C
1 course in Genetics	Biology 102
1 course in Calculus	Math 9A
1 course in Biochemistry	Biochemistry 100 or 110A
2 courses in General Physics and/or Statistics	Physics 2A, 2B Statistics 100A or 105 or 120A

While consistency is sought for all of our students, the EAC recognizes that the best graduate education will be achieved when a course program is tailored to meet the needs of a particular student. Therefore, when the EAC reviews a course program, it is important that the needs and plans of the particular student be known. For this reason, **the EAC will not consider a course program unless the Guidance Committee submits with the course program the Supplementary Information Form including the following items:**

1. An explanation of any unusual circumstances regarding the deficiencies of the student.
2. A short statement of the immediate educational and career goals of the student.
3. In the case of an M.S. Plan II student a statement of the student's major area of specialization and minor area(s) to be covered on the Comprehensive Exam.

Plan I (Thesis Plan)

1. Deficiencies in requirements must be removed. The Department requires transcripts for evidence of completion of all deficiencies and prerequisites.
2. Three courses from Section I of either the Botany track or Plant Science track M.S. list (typically 12 units). Students who have taken comparable courses during their baccalaureate training may have a portion or all of this section waived. In such instances, however, it is expected that their programs will include increased units in courses from Section II, III, and/or IV. Lists of the specific classes for Requirements and Sections I-III are provided on the Course Program Forms. Recommendations for waivers should specify alternative courses and should be sent to the EAC for approval.
3. Two courses from Section II.
4. At least 6 units from Section III of either the Botany track or Plant Science track M.S. list.
5. No more than 6 units from Section IV will apply toward the degree.
6. Preparation of a thesis (no more than 12 units from Section V will apply toward the degree).

Plan II (Comprehensive Examination Plan)

1. Deficiencies must be removed. The Department requires transcripts for evidence of completion of all deficiencies and prerequisites.
2. Three courses from Section I of either the Botany track or Plant Science track M.S. list (typically 12 units). Students who have taken comparable courses during their baccalaureate training may have a portion or all of this section waived. In such instances, however, it is expected that their programs will include increased units in courses from Section II and/or III. Lists of the specific classes for Requirements and Sections I-III are provided on the Course Program Forms. Recommendations for waivers should specify alternative courses and should be sent to the EAC for approval.
3. Two courses from Section II.
4. At least 12 units from Section III of either the Botany track or Plant Science track M.S. list.
5. At least 6 units from Section IV for a research project or literature review that is to be submitted for evaluation by the Comprehensive Examination Committee.
6. Comprehensive written and oral examinations.

SEMINAR REQUIREMENT

All full-time students in residence in the M.S. Program must enroll in the BPSC 250 and BPSC 260 Seminars during each quarter in which they are offered. Students may enroll in an equivalent seminar course as a replacement for the BPSC 260 Seminar. Part-time students must take one BPSC 250 and one BPSC 260 Seminar for every 12 units of courses. All students must present at least one BPSC 250 Seminar and complete at least two quarters of BPSC 240 during the Master's Program.

Registration Guidelines for BPSC Graduate Students

You must enroll in a total of at least 12 units every quarter.

BPSC 250 and BPSC 260

You must enroll in BPSC 250 each time that it is offered (every Fall and Spring). Grades are S/NC except for the quarters that you present a seminar. In those quarters, the instructor will assign you a letter grade.

You must enroll in BPSC 260 every quarter that it is offered (currently every Winter). You may petition to substitute an equivalent seminar in another department.

BPSC 290, 291, 292, 297, and 299

BPSC 290 – Used for independent or directed studies in a specific subject matter that is not covered by a standard course. You must come to an agreement with a faculty member prior to registering.

BPSC 291 – Enroll in this if you have not yet advanced to candidacy and need more than 6 units of research to reach 12 units. Use 297 first, and then fill in with 291.

BPSC 292 – Enroll in this concurrently with an undergraduate course in order to receive graduate credit for the course. You will need to do additional, graduate level work beyond what is required for the undergraduate course. Consent of instructor is required and the EAC must approve.

BPSC 297 – Directed research. Enroll in this if you are a MS or PhD student who has not advanced to candidacy. You can enroll in a maximum of 6 units per quarter.

BPSC 299 – Directed research. Enroll in this after you advance to candidacy. You can enroll in a maximum of 12 units per quarter.

BPSC 302

BPSC 302 – Teaching practicum. Enroll in this while you are serving as a teaching assistant. Students typically enroll in 1 – 2 units.

COURSES APPROVED FOR SECTIONS I-V OF THE M.S. IN PLANT BIOLOGY**Section I. Upper Division Undergraduate Courses****Botany Track**

BCH 183 (3 units) Plant Biochemistry
 BIOL/MCBL/PLPA 120 (4 units) Intro to Plant Pathology
 BIOL/PLPA 134 (3 units) Introduction to Mycology
 BPSC/BIOL 104 (4 units) Foundations of Plant Biology
 BPSC/BIOL/ENTM 112 (4 units) Systematics
 BPSC/BIOL 132 (5 units) Plant Anatomy
 BPSC 133 (4 units) Taxonomy of Flowering Plants
 BPSC/ENSC/SWSC 134 (4 units) Soil Conditions and Plant Growth
 BPSC 135 (3 units) Plant Cell Biology
 BPSC/BIOL 138 (4 units) Morphology of Vascular Plants
 BPSC/BIOL 143 (4 units) Plant Physiology
 BPSC 144 (4 units) Biosystematics
 BPSC 146 (4 units) Plant Ecology
 BPSC 148 (4 units) Quantitative Genetics
 BPSC/BCH/BIOL 153 (4 units) Plant Genomics and Biotechnology Laboratory
 BPSC/BIOL 155 (4 units) Chromosomes
 BPSC/BIOL 165 (4 units) Restoration Ecology
 BPSC 166 (4) Environmental Plant Physiology
 BPSC/ANTH 170 (4 units) Ethnobotany
 BPSC/BCH 185 (4 units) Molecular Evolution
 CBNS 100 (4 units) [pending course approval]

Plant Science Track

BCH 183 (3 units) Plant Biochemistry
 BIOL 120/MCBL 120/PLPA 120 (3 units) Introduction to Plant Pathology
 BIOL 134/PLPA 134 (3 units) Introduction to Plant Mycology
 BPSC/BIOL 104 (4 units) Foundations of Plant Biology
 BPSC/BIOL/ENTM 112 (4 units) Systematics
 BPSC/BIOL 132 (5 units) Plant Anatomy
 BPSC 133 (4 units) Taxonomy of Flowering Plants
 BPSC/ENSC/SWSC 134 (4 units) Soil Conditions and Plant Growth
 BPSC 135 (3 units) Plant Cell Biology
 BPSC/BIOL 138 (4 units) Morphology of Vascular Plants
 BPSC/BIOL 143 (4 units) Plant Physiology
 BPSC 144 (4 units) Biosystematics
 BPSC 146 (4) Plant Ecology
 BPSC 148 (4 units) Quantitative Genetics
 BPSC 150 (4 units) Principles of Plant Breeding
 BPSC/BCH/BIOL 153 (4 units) Plant Genomics and Biotechnology Laboratory
 BPSC/BIOL 155 (4 units) Chromosomes
 BPSC 158 (4 units) Subtropical and Tropical Horticulture
 BPSC/BIOL 165 (4) Restoration Ecology
 BPSC 166 (4 units) Environmental Plant Physiology
 BPSC/ANTH 170 (4) Ethnobotany
 CBNS 100 [pending course approval]

Section II. Graduate and Upper Division Undergraduate Courses in Related Departments or Programs

Courses in the College of Natural and Agricultural Sciences which are relevant to the area of interest of the student. A course used to meet Section I requirements may not also be used to meet Section II requirements. Applicable courses are subject to review by EAC and the Graduate Advisor.

Section III. Graduate Courses in the Department**Botany Track**

BCH/CMDB/GEN/MCBL/PLPA 205 (4 units) Signal Transduction Pathways in Microbes and Plants
 BPSC 201(E-Z) (1-2 units) Methods in Plant Biology (for a maximum of 2 units)
 BPSC 210 (4 units) Methods in Arabidopsis Research
 BPSC 223 (4 units) Applied Evolutionary Genetics
 BPSC/BCH 231 (4 units) The Plant Genome
 BPSC/BIOL 232 (4 units) Plant Development
 BPSC 233 (4 units) Molecular Responses of Plants to the Environment
 BPSC 234 (4 units) Statistical Genomics
 BPSC 237 (4 units) Plant Cell Biology
 BPSC 239 (3 units) Plant Metabolism
 BPSC 240 (2 units) Special Topics in Plant Biology (only if taken in addition to the required units, see Seminar Requirement)
 BPSC 243 (4 units) Environmental Plant Physiology
 BPSC 245 (4 units) Advanced Plant Ecology
 BPSC 247 (4 units) Ecological Theory and Modeling
 BPSC 280 (2-12 units) Maya Subsistence and Biodiversity (maximum of 4 units will count towards degree)

Plant Science Track

BPSC 201(E-Z) (1-2 units) Methods in Plant Biology (for a maximum of 2 units)
 BCH/CMDB/GEN/MCBL/PLPA 205 (4 units) Signal Transduction Pathways in Microbes and Plants
 BPSC 220 (3 units) Physiology of Tree Crop Productivity
 BPSC 221 (4 units) Advanced Plant Breeding
 BPSC 222 (3 units) Origins of Agriculture and Crop Evolution
 BPSC 223 (4 units) Applied Evolutionary Genetics
 BPSC 231 (4 units) The Plant Genome
 BPSC 232 (4 units) Plant Development
 BPSC 233 (4 units) Molecular Responses of Plants to the Environment
 BPSC 234 (4 units) Statistical Genomics
 BPSC 237 (4 units) Plant Cell Biology
 BPSC 239 (3 units) Plant Metabolism
 BPSC 240 (2 units) Special Topics in Plant Biology (only if taken in addition to the required units, see Seminar Requirement)
 BPSC 243 (4 units) Environmental Plant Physiology
 BPSC 245 (4 units) Advanced Plant Ecology
 BPSC 247 (4 units) Ecological Theory and Modeling
 BPSC 280 (2-12 units) Maya Subsistence and Biodiversity (maximum of 4 units will count towards degree)

Section IV. Research Courses

BPSC 290 (1-6 units) Directed Studies
 BPSC 297 (1-6 units) Directed Research

Section V. Thesis Research

BPSC 299 (1-12 units) Thesis for Plan I

M.S. GUIDANCE COMMITTEE APPROVAL FORM

This form is to be completed by the end of the eighth week of the second quarter.

(Please type or print)

Name _____ Date _____

I would like to request the following members be appointed to my Guidance Committee.
They have all agreed to serve on this committee.

_____, _____ Major Professor
Print name Signature

_____, _____
Print name Signature

_____, _____
Print name Signature

Approved: _____
Graduate Advisor/EAC

M.S. PROGRAM – PLANT BIOLOGY

Name of Student _____

Date Entered Program _____

Botany track Plant Science track Plan I (Thesis) Plan II (Comp. Exam)

This is to certify that the above-named student has completed all departmental entrance requirements in the following specified manner:

REQUIREMENTS*	UNITS	YEAR	INSTITUTION
Biochem 100 (Elementary) or 110A	5		
Biol 5A (General)	4		
5B (General)	4		
5C (General)	4		
Biol 102 (Genetics)	4		
Chem 1A (General)	4		
1B (General)	4		
1C (General)	4		
Math 9A (Calculus)	4		
Two courses in Physics and/or Statistics:			
Physics 2A (General)	4		
2B (General)	4		
Stat 100A, or 105 or 120A	4		
BPSC 104	4		
One core Plant Biology course: BIOL 107A, BPSC 132, BPSC 135, BPSC 138, BPSC 143, BPSC 146	3-5		

BPSC 240 (at least two): (1) _____ (2) _____
 Quarter/Year Quarter/Year

For Plan I
 PROPOSED THESIS TITLE: _____

For Plan II:
 MAJOR AREA _____

MINOR AREAS (1) _____
 (2) _____

For Plan I and II:
 BPSC 250 SEMINAR PRESENTATION: _____
 Quarter/Year

For Plan II
 WRITTEN EXAM DATES _____ ORAL EXAM DATE _____

SECTION I: UPPER DIVISION UNDERGRADUATE COURSES (3 courses for Plan I or Plan II)

Course Number	Units	Year	Quarter

SECTION II: GRADUATE AND UPPER DIVISION UNDERGRADUATE COURSES IN RELATED DEPARTMENTS OR PROGRAMS (2 courses for Plan I or Plan II)

Course Number	Units	Year	Quarter

SECTION III: GRADUATE COURSES IN THE DEPARTMENT (6 units for Plan I; 12 units for Plan II)

Course Number	Units	Year	Quarter

REQUEST FOR FORMATION OF M.S. COMPREHENSIVE EXAMINATION COMMITTEE

The Major Professor, working in consultation with the student, suggests the composition of the M.S. Comprehensive Examination Committee, which is then approved by the Educational Advisory Committee. The purpose of this form is to assist the student and his/her Major Professor in requesting formation of the Comprehensive Examination Committee.

The Comprehensive Examination Committee consists of four members. At least three of the members, including the Chair, must be members of the Botany and Plant Sciences faculty or a Cooperative Extension Specialist within the Department. No more than two of the members may have also served on the Guidance Committee for the student. Only under unusual circumstances will the Major Professor be approved as a member of the Comprehensive Examination Committee.

The purpose of the comprehensive examination is to evaluate the student's understanding of botany or plant sciences, with an emphasis on one major area and, to ensure that students have a reasonable breadth of knowledge, one or more minor areas that are not subdisciplines of the major area. The major area must reflect the student's chosen track (Botany vs. Plant Science) and can be selected from the first column of the appropriate list below. Minor areas can be selected from either column below, and need not match the degree program. Alternative areas (within Botany/Plant Science or in other disciplines) will be approved if adequate justification is provided in a memo. For example, a student in the Botany program could choose Plant Physiology as the major area and Plant Ecology and Crop Physiology as two minor areas, but Plant Biochemistry would not be an acceptable minor area because it is listed as a subdiscipline of the major area. The student will be expected to have an advanced (graduate level) understanding of the major and minor areas, but not necessarily of every subdiscipline of the major area.

Botany track

Major Area

Plant Physiology
Ecology and Conservation Biology
Plant Cell Biology and Development
Plant Genetics
Plant Molecular Biology
Systematics and Evolution
Anatomy and Morphology

Subdisciplines

Whole Plant Physiology, Physiological Ecology, Plant Biochemistry
Conservation Biology, Plant Ecology
Plant Cell Biology, Plant Development
Cytogenetics, Population Genetics, Quantitative Genetics, Genomics
Plant Molecular Biology
Ethnobotany, Systematics, Evolution
Anatomy, Morphology

Plant Sciences track

Major Area

Applied Plant Genetics
Plant Physiology

Applied Ecology
Pest Management

Subdisciplines

Biotechnology, Conservation Genetics, Plant Breeding
Whole Plant Physiology, Plant/Soil/Water Interaction, Crop Physiology,
Crop Production, Postharvest Physiology
Conservation Biology, Restoration Ecology, Conservation Genetics, Invasion Biology
Weed Science, Plant Pathology, Entomology, Nematology

To request formation of the Comprehensive Examination Committee, on the form below check the student's program and enter the major and minor areas. List the suggested faculty members and at least two alternates, and specify the area in which each committee member will examine the student. Before submitting the form, the student should contact each prospective committee member and determine that they are willing to examine the student in the specified area.

Both the student and the major professor should sign the completed form, which should then be given to the Student Affairs Officer (Deidra) for consideration by the Educational Advisory Committee.

Student's Program (check one) **Botany track** _____ **Plant Science track** _____

Major Area _____

Minor Area _____ **Second Minor Area (optional)** _____

Committee Composition:

<u>Examination Area</u>	<u>Suggested Faculty Member</u>	<u>Alternate Faculty Member</u>
_____	_____	_____ (Committee Chair)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Graduate Student Signature Date

Major Professor Signature Date

March 6, 2002

TO: Graduate Students and Faculty, BPSC

FROM: M. L. Roose, Graduate Advisor

RE: 250 Seminar Presentations

Questions about the requirement for a seminar presentation have come up several times recently. The EAC reviewed our policy about the requirement for seminar presentation and the purpose of this memo is to summarize this information so you can plan for your participation in this course. You may want to add this page to the "Graduate Student Handbook" so you can keep track of it.

M.S. students: The formal requirement is that each student must present one BPSC 250 seminar. Students making a presentation receive a letter grade for this course during that quarter. We strongly encourage all students to schedule their seminars during a quarter when BPSC 250 is offered (currently fall and spring, not winter). If you cannot present your seminar as part of the regular 250 series, then you must arrange for a "special seminar" that should be announced to the department (by posting a notice) at least one week before the seminar. You must also petition the EAC to approve use of the special seminar as meeting the 250 requirement. This memo should explain why the presentation cannot be made as part of the regular 250 series. Valid reasons are the 250 series is not offered during the quarter you are ready to present, or that no slots are available and delaying would cause financial problems. We will consider other explanations. You cannot enroll in BPSC 250 while on filing fee and, therefore, the seminar should be completed before going on filing fee.

Note that there is no requirement for an M.S. thesis defense. Normally, M.S. students in the thesis plan will present a 250 seminar on their thesis research, but this is not required for the degree.

Ph.D. students: The formal requirement is for one 250 seminar and a Dissertation Defense. The Dissertation Defense can be presented in the 250 seminar series (encouraged), or as a special seminar. No justification is required to present a defense as a special seminar. Because of the longer time available to Ph.D. students, we expect that nearly all students will be able to present one seminar in the 250 series in addition to their defense.

FINANCIAL INFORMATION

BOTANY AND PLANT SCIENCES Graduate Student Financial Assistance

Graduate Students are supported from a variety of sources. Here are some definitions and the commonly-used acronyms:

Graduate Division Stipend: Usually awarded as part of a larger fellowship package, these dollars go directly from Graduate Division to the student through the Financial Aid System. The student receives "pay checks" at the beginning of each month starting in late September (for the October 1 stipend check).

Graduate Student Researcher (GSR): An employment title for graduate students conducting research (either independent or directed). Campus policy prohibits students from working more than 49% during the academic year. During academic breaks and the summer they may be employed up to 100%. Students employed as a GSR in BPSC are hired at the following percent of time:

Year 1	GSR, Step IV	49%
Year 2 to Advancement to Candidacy	GSR, Step V	49%
Advanced to Candidacy through Normative Time	GSR, Step VI	49%
Past Normative Time due to slow progress	No department support is available.	

GSR appointments at 25% or more during the academic year are entitled to GSHIP and PFR (see below). Financial support for GSR employees is provided by faculty extramural grants and a limited amount of departmental general funds. Students are paid in arrears (just like other university employees) and receive their first check after their first month of work. (i.e. a student who starts work in fall quarter does not get a check until November 1) Students should refer to their approved financial charts (available in the Grad Center) if they have any questions regarding their support package.

Teaching Assistant (TA): Also known as **Academic Student Employee (ASE)** which is the terminology used in the new United Auto Workers Union contract. Teaching Assistant is the employment title for graduate students who are teaching part of a course under the guidance of a faculty member/instructor. Students may not be appointed at more than 50% during an academic quarter. If they are appointed at 25% or more time during an academic quarter, they are entitled to GSHIP and PFR (see below). There are many rules that are associated with this title now that there is an employee contract. See United Auto Workers Union Contract for more information. CNAS Life Science TAships must be applied for each academic year. For details and application procedures visit: <http://taonline.ucr.edu/taship/startpage>

Students are paid in arrears (just like other university employees) and receive their first check after their first month of work (i.e. a student who starts work in fall quarter does not get a check until November 1).

Partial Fee Remission (PFR): Students who are appointed at 25% or more time during an academic quarter as a GSR or TA are entitled to PFR. This entitlement pays part (but not all) of the students' mandatory university fees. The Graduate Student Affairs Officer has to provide Graduate Division with a list of the students who are eligible for this entitlement before the student bills are printed. If an award is placed on the system after bills are printed, the student's bill will not reflect the correct fees they owe.

Graduate Student Health Insurance (GSHIP): Students who are appointed at 25% or more time during an academic quarter as a GSR or TA are entitled to have their GSHIP fees paid for them. The Graduate Student Affairs Officer will provide the Graduate Division with a list of the students who are eligible for this entitlement before the student bills are printed. If an award is placed on the system after bills are issued, the student's bill will not reflect the correct fees they owe. The actual dollar amount of GSHIP changes as the insurance prices change from year to year. Students who have private Health Insurance comparable to the University's coverage can apply for waivers of the GSHIP fees.

Non-Resident Tuition Remission (NRT or NRTR): Non-Resident students normally receive a tuition fellowship to pay tuition fees in years 1 & 2. Tuition fees are waived after the student advances to candidacy. The Graduate Student Affairs Officer will provide the Graduate Division with a list of the students who are eligible for this entitlement before the student bills are printed. If an award is placed on the system after bills are issued, the student's bill will not reflect the correct fees they owe. When a Ph.D. student Advances to

Candidacy, their Non-Resident Tuition is reduced to zero for a period of three years (nine quarters). Domestic non-resident students must establish California residency during their first year of enrollment.

Fee Differential: Fee Differential is part of the mandatory fee amount that cannot be paid as part of your PFR and GSHIP and NRTR entitlement. This dollar amount changes as GSHIP and PFR go up. Most students have to pay this (currently ~\$200 per quarter).

Departmental Grant-In-Aid (DGIA): Departments or individual faculty members with unrestricted funds (many federal grants will not allow payment of student fees) can grant fellowship-like awards to individual students. This is most often used to pay the student's Fee Differential. The Graduate Student Affairs Officer will provide the Graduate Division with a list of the students who are to receive these awards indicating the account and fund information. Graduate Division then pulls the money out of the account and awards it to the student through the Financial Aid System.

Graduate Student Financial Chart – Students that received a financial support package will be paid in accordance with the approved chart. Students must be making acceptable progress to be eligible to receive financial support. Most charts contain department support for approximately four quarters. Students supported on departmental support will be required to TA one or two quarters. In addition, students may be asked to TA while they are being supported by their major professors. Procedures on how to request these TAs is included section above under Teaching Assistant (TA).

HOW TO BE A TEACHING ASSISTANT IN BOTANY AND PLANT SCIENCES

Teaching Assistant (TA): Teaching Assistants at UCR are represented by the United Auto Workers Union (UAW) and all students appointed as TAs will receive a copy of this contract from the Union. For the 2009-10 academic year, a TA appointed at 50% time makes approximately \$1848 per month. For this pay, TAs are expected to work 220 hours per quarter (on average) (see contract for more detailed information). Some TAs are appointed at 25% time and are expected to work 110 hours per quarter. To be eligible for employment as a TA, students must complete the Teaching Assistant Development Program (TADP) Training, and any student whose native language is not English must pass the SPEAK test.

The Department has observed that international students who have passed the SPEAK test do better on their qualifying exams. In addition, both international and domestic students who have had the opportunity to TA before taking the oral qualifying exam have benefited from this experience. Therefore we encourage all international students (or domestic students if appropriate) to take and pass the SPEAK test early in their programs at UCR. Similarly, when a student's course program permits, we encourage all students to TA early in their programs.

For Domestic and International students who were awarded a combination of GSR/TA appointments as part of their recruiting package, every attempt will be made to postpone assignment as a TA until the second year. Students will be required to TA in their second year. If you have a GSR/TA support package and are an international student, you have several chances to pass the SPEAK test, which is offered at the beginning of each quarter (not offered in the summer). Prior to or at the very latest, you must take the test in late March of your first year at UCR. The BPSC department will pay for you to take the SPEAK test one time NOTE: IT IS YOUR RESPONSIBILITY TO PICK UP THE RESULTS OF THE EXAM AT THE LEARNING CENTER. If you fail to pass at this time or any other time, you MUST enroll in Conversational English classes the following quarter through the Learning Center's ESL program. This course is offered in Fall, Winter and Spring on a first come first serve basis. You must sign up in person in the Learning Center in order to reserve a place in the course. Sign up sheets are available during the week of final exams (except in spring quarter; the course is not taught in the summer). You MUST pass the test before or in September of your second year. Failure to pass the SPEAK test will prevent you from being a TA and you will have to find other financial support for one quarter. In addition, the SPEAK test must be passed in order for an international student to fulfill the teaching requirement for the Ph.D.

The faculty of the Department of Botany and Plant Sciences considers teaching among its highest priorities and spends considerable time and energy to insure the quality of BPSC courses. To this end, a Teaching Assistant must be adequately prepared to teach the specific course s/he requests to TA. Moreover, BPSC faculty have evidence that the experience that Graduate Students obtain by serving as Teaching Assistants improves: their performance on the Ph.D. oral qualifying examination; their ability to give seminars within the Department, at scientific meetings and when interviewing for a position after graduation; and the quality of instruction that they provide their own students in the future. Each spring, the College of Natural and Agricultural Sciences issues a request for applications for TA positions. The application will be through a web site taonline.ucr.edu. A list of Life Sciences courses requiring TAs and the requirements for appointment as a TA for each course will be available on the website. The Department encourages Graduate Students to look over the list of BPSC and other courses requiring Teaching Assistants and, early in your first year, to contact the instructor for the course(s) for which you are interested in being a TA. The course instructor will be able to advise you as to whether your previous coursework or proposed course program is sufficient preparation or whether you should audit or take a course in preparation to TA the following or later year. Your chance of being awarded a particular TAship will be enhanced if the instructor requests you as a TA.

When a student is assigned to TA a particular class, s/he is expected to enroll in and earn academic credit for BPSC 302 Teaching Practicum. This course provides a venue through which the professor teaching the course the student is TAing can provide guidance and mentorship on the teaching process. It also provides proof on the student's transcript that the student was engaged in TAing for a specific quarter.

Botany and Plant Sciences

Annual Graduate Student Evaluation

Due June 1, 2010 to the Graduate Student Affairs Center

All students should submit the following items by June 1, 2010:

1. "Report on Progress of Graduate Student" for the current academic year, including an up-to-date one-page summary of research progress to date, work remaining to complete the degree and plans for completing the research and degree
2. All students must fill out a FAFSA form every year to receive any financial support (International students don't need to complete this prior to their first year, but must in subsequent years). This form should be submitted online (www.fafsa.ed.gov).

Applications for teaching assistantships are handled by the Biological Sciences Teaching Assistant Allocation Committee using a web-based form. Applications will probably be due sometime in May. A separate memo concerning financial support issues will be sent later with the appropriate forms.

All graduate students in Botany and Plant Sciences must consult with their Major Professor and Guidance, Thesis, or Dissertation Committee to prepare the annual "Report on Progress of Graduate Student," regardless of the source of financial support.

DEPARTMENTAL STANDARDS FOR MAKING ACCEPTABLE PROGRESS

1. Students must be making acceptable progress toward their degree objective. By Graduate Council definition, students are expected to finish their Ph.D. in a total of five years, which is considered normative time. For most Master's students, acceptable progress is represented by enrollment for not more than two years. Students beyond normative time plus one year (total of six years for the Ph.D., three years for the M.S.) will not be considered by the Department for any financial support. Progress towards the degree objective includes completing required coursework and achieving research objectives. Evidence of research achievement may include publications or presentations authored or co-authored by the student and the awarding of grant support for their research.
2. To be eligible for departmental support, students must have a cumulative grade point average (GPA) in courses in the major area of ≥ 3.25 .
3. Ph.D. students are expected to have passed their Qualifying Examinations by the end of their second year in the Ph.D. program. When this is not the case, the Progress Report should state why this has not been possible. Students who have passed their Qualifying Examination must have submitted their Research Proposal to their Dissertation Committee within six weeks of passing the examination. The student must revise the research proposal to the satisfaction of the Dissertation Committee within three months of the date that the Qualifying Examination was passed.

Botany and Plant Sciences
Report on Progress of Graduate Student for Academic Year 2009-10

Name _____ Qtr Admitted _____ Qtr TAST or SPEAK test passed _____

Program _____ Major Area _____

Date of Passing Qualifying Exam _____ Date Degree Expected _____

Date Research Proposal Submitted to Dissertation Committee _____ (Due within 6 weeks of passing the qualifying examination.)

Date of most recent Guidance, Thesis, or Dissertation Committee Meeting (if no meeting has been held within the last eight months, please explain why) _____

Dissertation or Thesis Title _____

Coursework completed and remaining:

Date of 250 seminar presentation: _____

TA Experience:

Do you expect to request a TAship in the 09-10 academic year? _____

Evaluation of Student's Progress (considering his/her stage in the graduate program):
Grading Scheme: Excellent; Good; Satisfactory; Needs improvement; Unable to Evaluate

Background Knowledge	Understanding of the experimental system	Motivation / effort	Experimental skills	Progress
Critical thinking	Quality of Presentation	Quality of Report	Creativity	Overall

1. Are there any concerns about the project?

2. Are there any concerns about the student?

Botany and Plant Sciences
Report on Progress of Graduate Student for Academic Year 2009-10

3. Have concerns/recommendations from previous meeting(s) been addressed?

4. Specific recommendations to student:

In consultation with the appropriate committee, the student should prepare and attach a one-page summary of research progress to date, work remaining to complete the degree, and plans for completing the research and degree. A brief statement of career goals should also be included.

Student Date

Major Professor and Chair, Guidance, Thesis, or Dissertation Committee Date

Member, Guidance, Thesis, or Dissertation Committee Date

Member, Guidance, Thesis, or Dissertation Committee Date

Graduate Advisor Date

Student's progress report attached?: _____ Date for next meeting: _____

SCHOLARSHIPS, AWARDS, AND MINIGRANTS

BPSC GSA COFFEE HOUR TRAVEL GRANT

The GSA Coffee Hour Travel Grant is available to all graduate students in the Botany and Plant Sciences Department who have recently presented or plan to present their research at a scientific conference. Four grants are awarded each year. Funding for Travel Grants comes from donations received at BPSC Graduate Student Association's weekly coffee hour. Past coffee hour hosts and GSA event participants will be given priority in the application process! To host coffee hour, please contact Mike Bell at bpscminigsa@gmail.com.

Criteria for Submission

- 1) You must be in good academic standing (min. GPA 3.5), as determined by the Graduate Advisor.
- 2) You cannot receive more than one travel grant within an academic year.
- 3) Applications consist of a signed one page essay describing your presentation and the meeting you are attending. Make sure to include the name, location and date of the meeting. Presentations should reflect your current or proposed research in the Department and be of a quality consistent with Departmental standards.
- 4) Applications are to be placed in the BPSC-GSA Chair's (Mike Bell) mailbox in a sealed envelope (do not write your name on the envelope) during the second full week of the academic quarter. **Deadlines** for submission are: Fall: Friday, 9 Oct. 2009, Winter: Friday, 15 Jan. 2010, Spring: Friday, 16 April 2010.
- 5) Applications for conference attendees without presentations will still be considered for this award at a lower priority.

One award recipient will be selected within the first month of each academic quarter. Awards will consist of a check for \$300 (\$200 for trips within California) presented by the BPSC-GSA. Receipts for travel expenses should be submitted by award recipients by the end of the academic quarter in which the award was received.



Department of Botany and Plant Sciences Annual Awards for Graduate Students

Teaching Assistant Award (awarded by Graduate Division, but the monetary award and certificate is sponsored by Botany and Plant Sciences)

Title: UCR Outstanding Teaching Assistant

Amount: \$500

Includes a framed certificate

W. W. Thomson Award

Title: Botany and Plant Science Graduate Student Award for Outstanding Research (W.W. Thomson Award)

Amount: Approximately \$700 - \$1,200 (award amount is driven by the interest earned on the account)

Includes a framed certificate

Graduate Student Achievement Award (Endowment Fund Administered by T.J. Close)

Title: Annual Botany & Plant Sciences Graduate Student Achievement Award

Amount: Ranges from \$700 to \$1,200 (award amount is driven by the interest earned on the account)

Includes a framed certificate

Student Retreat Awards for Oral and Poster Presentations

Amount: \$50/each

Includes a framed certificate

Instructions on how to apply for these awards are distributed annually to the graduate students.

TRAVEL AWARDS

Reimbursement for travel to present a paper or poster at scholarly meetings is available from the Department and the UCR Graduate Student Association. The Department will provide up to \$200 (limited to one trip per year) to match equivalent funds provided by your Major Professor or any other sources. Please submit your travel voucher including original receipts and documentation of matching funds to Cherie Cooksey for approval. Information about GSA Mini-Grants and application deadlines can be obtained from the Graduate Student Association www.gsa.ucr.edu.





Welcome to the online home of UCR's Graduate Student Association. We hope you'll join us this year as we work to make UC Riverside a more enjoyable and exciting place for graduate research and life.

Come visit us in the New Commons Suite 203 (first go through Suite 202, the AS/GS joint lobby). Meet our officers, acquaint yourself with the Graduate Student Council, and find out how you can get involved.

News and Announcements

Next Graduate Student Council Meeting Fall 2009 (Commons 365):

2009-2010 GSA Election Results

President: Gary Coyne
Vice-President of Academic Affairs: Jenni Deveau
Public Relations Chair: Grace Chieh
GSHIP Chair: Joshua Knapp
Finance Officer: Arash Adami

Making the case for UC

President Yudof has been speaking to groups around the state about the need to protect and enhance UC's role in producing the innovative ideas and human capital that can lead the state out of very difficult times. Please take a moment to view this very short yet inspiring video. [President Yudof Video](#)

Code of Right's and Responsibilities

The Graduate Council of the UCR Academic Senate in 1995 passed a resolution that defined the rights and responsibilities of Graduate Students. This has been the Academic Senate's and Graduate Division's guiding document regarding Graduate Students. The [Code of Rights' and Responsibilities](#) was never officially adopted by GSA UCR and the Graduate Student Council. In an effort to formalize the stance of GSA UCR the Graduate Student Council may wish to adopt a statement with Graduate Division and the Grad Council of the Academic Senate. Please e-mail your comments and suggestions to gsaucr@ucr.edu.

Parenthood and Work

The need to help employees balance work and family is becoming an increasing concern. A group would like to create an environment where graduate students, post-docs, and staff can bring new babies to work. Please read their statement at [Parenthood and Work](#).'

Free Money! Start a Mini-GSA

If your department does not have a departmental organization to represent graduate students, you should form one now. These mini-GSAs offer the opportunity to have a unified graduate student voice for your department and help strengthen the voice of the entire graduate student body. To top it off, we will give your department \$300 a year that you're free to spend on programs, speakers, or even just snacks at a weekly meeting.

Learn more about the [mini-GSA](#) program.

GSA is on Facebook!

For additional online information see the [Facebook GSA Group](#)

CAMPUS POLICIES:

Plagiarism

Please be aware that plagiarism will not be tolerated. Below is a statement about plagiarism from the UCR graduate division.

Plagiarism and Academic Dishonesty

Academic dishonesty will not be tolerated at the University of California, Riverside. The consequences range from receiving an "F" for the assignment, an "F" for the course, to dismissal from the University.

According to Webster's Dictionary, **plagiarism is the act of stealing and passing off as one's own the ideas or words of another.**

Submitting the same paper twice or fulfilling the requirements of two subjects with one paper is academically dishonest unless approved beforehand. In short, one can plagiarize oneself and be sanctioned for the violation. You may use the ideas and words from other sources, but you must document their use with citations, usually in the form of footnotes, endnotes, or text notes. By citing your sources, you indicate the extent of your research, thereby improving your paper.

It is academically dishonest to manufacture or deliberately alter data submitted in connection with lab reports, term papers, or written material. Not only is this practice dishonest, it undermines the entire academic process.

Collaboration occurs when a student works with other students to study, do lab work, review books, or develop a presentation or report. Students must receive very clear permission from the instructor to participate in collaborations. Unauthorized collaboration is an example of an academically dishonest act. What one instructor may view as collaboration may be seen as cheating by another. The important thing to note is that if the limits of collaboration are not clear, it is the student's responsibility to ask the instructor for very clear and specific direction.

Computer Use Ethics (ECP Guidelines)

UCR encourages the use of electronic information resources to conduct the University's business. UCR also recognizes that core University principles relating to freedom of speech, and respect for privacy and confidentiality must hold important implications for the management and use of electronic communications. A copy of the abridged guide to the UC Electronic Communications Policy (ECP) and the complete UC policy can be found at:

http://cnc.ucr.edu/policies/CNC_version_UCR_ECP.doc

http://cnc.ucr.edu/policies/ECP_Guidelines.doc

Student ECP Guidelines

Overview

The following is an abridged guide to the UC Electronic Communications Policy (ECP) which governs use of campus electronic resources including, but not limited to, computer labs, Webmail, iLearn, wireless network, proxy server and virtual private network (VPN). **By using UCR campus electronic resources you are agreeing to abide by the ECP.** The complete version of the ECP, as well as the ECP Overview and Implementation at UCR, is available online at

<http://cnc.ucr.edu/index.php?content=policies>

Acceptable Use of UCR Electronic Resources:

Allowed:

- Instructional and research related purposes
- Sending and receiving e-mail
- Accessing the Internet
- Creating web sites

Not Allowed:

- Illegal activities
- Violations of University policies
- Use of electronic communications resources for commercial benefit or personal financial gain
- Utilizing the University's name and/or seal without appropriate approvals
- Giving the impression that you are representing or otherwise making statements on behalf of UCR or any department, unit, or sub-unit of the university unless appropriately authorized to do so

- Causing excessive strain on any campus electronic communications resource or unwarranted or unsolicited interference with others' use of electronic communications

What you can expect as an Electronic Communications user at UCR

- Access and access restrictions
- Policy enforcement
- Security, confidentiality, and privacy

What is considered acceptable use

1. **Instructional and Research related purposes**

UCR electronic resources are primarily intended for instructional and research purposes, including class-related activities, academic research, and administrative tasks that support instruction and research. For example, students may use iLearn to obtain class materials, complete coursework, and interact with classmates and instructors on class-related topics for academic purposes. Students may, and are expected to, use resources such as GROWL and Webmail for administrative tasks such as financial aid and managing enrollment.

2. **Sending and receiving e-mail**

UCR students may use campus electronic resources for sending and receiving e-mail. This includes the use of Webmail, and the use of the campus network to access Webmail or other e-mail accounts. Use of campus resources for sending and receiving e-mail is limited by federal, state and local laws, as well as other University policies. E-mail activities that are prohibited include using UCR e-mail accounts or servers to send spam, for harassment, or for commercial purposes such as selling textbooks and other items or operating a business.

3. **Accessing the Internet**

UCR students may use campus Internet resources, including the wireless network, Internet access provided by the campus computer labs, and residential Internet connections provided in the residence halls and some off-campus housing. Access to the Internet is subject to individual departmental policies of the department providing the service, as well as federal, state or local laws, other parts of the ECP, or other University policies. Internet activities that are prohibited include using the UCR network to illegally download copyrighted materials such as movies or music, excessive bandwidth usage that is significant enough to adversely affect campus network performance, and deliberately or unknowingly spreading computers worms or viruses over the Internet.

4. **Creating web sites**

Students may post websites on campus servers. For example, students may post personal websites on their student accounts. Student groups may post websites on departmental web servers with the permission of the hosting department. Use of campus web servers is limited by the policies of the individual departmental owners of any specific web server, as well as other sections of the ECP. Web sites hosted on campus servers may not be operated for commercial purposes or financial gain, such as operating a business or offering services for profit. Furthermore, student or student organization web sites may not imply that they

Uses that are prohibited

1. **Illegal activities**

All relevant federal, state and local laws apply when using University electronic communications. This includes laws that prohibit cyberstalking, digital copyright infringement, disrupting Internet and UCR intranet networks and systems (for example by transmitting viruses, sending spam, or hacking into others' transmissions or files), and tapping telephones.

2. **Activities that violate University policies**

All relevant University policies apply when using UCR electronic resources. This includes policies on sexual harassment, other forms of harassment, and intellectual property. For example, campus resources may not be used to obtain or re-distribute the intellectual property of others without authorization, including research, presentations, etc. Campus e-mail and iLearn may not be used to send spam or other harassing e-mails. In addition, individual departmental resources may only be used accordance with departmental policies and with appropriate authorization.

3. **Commercial benefit or personal financial gain**

Campus electronic resources may not be used for commercial benefit or personal financial gain. For example, student websites may not be used to sell products or services. iLearn may not be used to sell textbooks or to post notices advertising rooms for rent.

4. **Activities that utilize the University's name and/or seal without appropriate approvals**

Users of UCR electronic resources must abide University policies regarding the use of the University's name, seal, or trademarks. The University's name, seal, or trademarks may not be used without appropriate authorization. For example, students may not include the University seal on their web sites without authorization.

5. **Activities that imply representation on behalf of UCR**

Users of campus electronic resources may not give the impression that they are representing or otherwise making statements on behalf of UCR or any department, unit, or sub-unit of the university unless appropriately authorized to do so. For example, the University name may not be included in advertisements for products or services without authorization to imply University affiliation or endorsement.

6. **Activities that cause excessive strain on campus electronic communications**

University electronic communications resources shall not be used in a manner that could reasonably be expected to cause excessive strain on any campus electronic communications resource or unwarranted or unsolicited interference with others' use of electronic communications resources. For example, campus electronic resources may not be used to send spam, or engage in denial of service attacks. In addition, excessive bandwidth usage that adversely affects campus network services is prohibited and may result in restrictions on access.

7. **Operation of personal web servers**

Students may not operate personal web servers on campus, or using campus resources. This includes, but is not limited to, the establishment of web servers for commercial purposes, personal websites, or student organization websites.

What you can expect as an Electronic Communications user at UCR

1. **Access and Access Restrictions**

Duration of Access – In general, students' access to electronic communication services will remain active for three academic quarters after graduation (or the last quarter of enrollment).

Accessibility – All electronic communications resources intended to accomplish the academic and administrative tasks of the university shall be accessible to allowable users with disabilities in compliance with law and UC policies

Access Restrictions – Access to campus electronic resources may be restricted when there is substantial reason to believe that violations of law or University policies have taken place, or when time-dependent, critical operational circumstances exist. Violations of law or University policies include, but are not limited to, excessive bandwidth use, enough to cause network performance degradation, continued off-campus complaints with no response from on-campus responsible parties, verified open proxy or open mail servers, attacks observed by Computing & Communications' network monitoring systems, and verified DMCA violations.

Backups and Data Retrieval – Electronic communications are routinely backed-up. However, this is only for purposes of system integrity and reliability, to support data restoration in cases of disk failure, and is not designed to provide for future information retrieval.

2. **Policy Enforcement**

Violations of the ECP may result in revocation of access to a single resource, a combination of resources, or all campus electronic resources, depending upon the violation.

UCR in general cannot be the arbiter of the contents of electronic communications. Moreover, the University cannot always protect users from receiving electronic communications they might find undesirable or offensive.

3. **Security, Confidentiality and Privacy**

UCR does not routinely collect information about an individual's web use or sites visited. Except when tracking a reported crime, the monitoring of web sites visited, or web use in general, is not permitted under U.C. policy. UCR does not routinely inspect, monitor, or disclose electronic communications without the holder's consent. UCR only permits the inspection, monitoring, or disclosure of electronic communications records without the consent of the holder of such records when one or more of the following apply AND when appropriate campus approvals have been obtained:

- When required by and consistent with law.
- When there is substantiated reason to believe that violations of law or of University policies have taken place.

- When there are compelling circumstances for which failure to act might result in significant bodily harm, significant property loss or damage, loss of significant evidence relating to violations of law or UC policies, or significant liability to the UCR or to members of the university community
- When there are time-dependent, critical operational circumstances and when failure to act could seriously hamper the university's ability to function administratively or to meet its teaching or research obligations.

References:

[UCR Overview and Implementation of the Electronic Communications Policy](#)

[UC Electronic Communications Policy](#)

[Digital Millennium Copyright Act \(DMCA\)](#)

INTERNATIONAL STUDENT INFORMATION

The SPEAK Test

To be appointed a TA, any student **whose native language is not English** must pass an English proficiency exam. This includes not only international students but also **any** student whose first language is not English. The cost for the administration of the SPEAK test is currently \$50.00. The cost of the exam is billed directly to the student's campus account (the BPSC Department will pay for one exam- see Deidra Kornfeld to arrange this). The SPEAK test exam is scheduled by the Learning Center approximately two weeks before the beginning of fall quarter.

Those who score a conditional pass can be appointed as a TA but are required to participate in the appropriate English language classes at the Learning Center and retake the test. Individuals in this range may be appointed as TAs for up to three quarters (four under unusual circumstances) on a probationary basis with the approval of the Graduate Dean. For those students within the probationary range, a determination of their continuing eligibility to serve as TAs will be made by the Graduate Dean on the basis of:

- Departmental recommendation, including an assessment of the student's academic ability;
- Student teaching evaluations;
- Other evidence of commitment to/performance in teaching (e.g., faculty evaluations or statements of support, videotapes);
- Evidence of a good-faith effort to improve English skills; and Relative proximity to the level of competence represented by a clear pass

If a student does not participate in the ESL program the quarter the student wants to be tested again, the Learning Center requires proof the student has done something that quarter to improve his or her English skills.

New Student Orientation and Arrival Information

We advise you to thoroughly read through our [International Student Handbook](#).

Important Dates for Newly Admitted International Students

Please note that the following important date are subject to change. Please keep checking back for any updates.

Sunday, September 13	Arrival at UC Riverside -- All visa students -- First day of the quarter.
Monday, September 14	Mandatory Orientation Time: 9:00am – 3:00pm
Tuesday, September 15	Mandatory Rolling Document Check-In Time: 9:00am – 12:00pm Campus Tours Time: 1:30pm – 4:30pm Spoken English Test (SPEAK)-- required for all teaching assistants, recommended for all newly admitted graduate students. For more information please see SPEAK Test page
Monday, September 21	Quarter Begins
Thursday, September 24	Instruction Begins

Arriving at UC Riverside

You **must arrive in Riverside no later than Sunday, September 13, 2009**. If you are F or J status, and are entering from outside the United States, you can enter up to 30 days in advance of the program's start date on your initial attendance indicated on the I-20 or DS-2019 Form. Please do not try to arrive earlier as you may be refused entry.

Caution! Plan your arrival carefully! Public transportation from the airports and bus terminals can be limited, especially at night and on weekends. Please refer to the [Airport Transportation](#) portion of this webpage for information on how to get to Riverside from LAX International Airport or from Ontario International Airport. Also, please note that we will not accept any packages delivered to our center due to space limitations.

If you are currently in the United States in F-2 status, you must file and be approved for a change of status to F-1 before the quarter begins. Contact Kelly Hinosawa at Kelly.hinosawa@ucr.edu for more information.

No services at the UCR International Education Center on Monday, September 7, 2009. The University of California, Riverside campus will be closed for the Labor Day.

Mandatory International Student Orientation Program and Document Check-In

This orientation is Monday, September 14, 2009 for all F and J students. **Orientation will take place on from 9:00am - 3:00pm. You will receive more information about the orientation through email in August.** The orientation will inform you about the academic system, student services, and organizations at UCR. We will talk about immigration regulations, health insurance and services, registration and enrollment procedures, and cross-cultural adjustment. We will also provide special assistance for personal needs: help you with finding permanent housing, opening bank accounts, going shopping, etc. The cost of the orientation is \$20.00 , which covers part of the program expenses during this period (your account will be billed for this amount). Refreshments are provided.

Please bring the following items with you:

**A completed [International Student Personal Record Form](#).

Original documents plus one legible copy of:

Your passport picture page with validity dates

Your visa I-94 Card-front and back (usually the white card stapled in your passport)

Your UCR I-20/DS-2019 (if applicable)

If you attended school in the United States before being admitted to UCR, bring a copy of your previous school's I-20/DS-2019.

A small passport size photograph of yourself

You local contact information and emergency contact information

If you have an F-2 J-2 dependent, you will also need to bring copies of their pertinent information (I-20, DS-2019, passport, visa and I-94 card).

If Your Visa Status Is Something Other than F or J (E, H, L, etc.)

You are required to attend our Mandatory Document Check-in, however, you are not required to attend orientation. We do encourage you to attend. Please bring in person to our office a photocopy of your relevant documents during the Mandatory Document Check-in (passport, visa, approval notice with extension of stay and/or I-94 form). We will maintain a confidential file and will assist you in the event that you have to change your non-immigrant visa status. If you are currently a dependent (H-4, E-2, L-2, etc.) and are interested in changing your status to F-1 before you begin your studies at UCR, please contact Kelly Eldridge Hinosawa at Kelly.hinosawa@ucr.edu.

Parking

International Student Orientation

Parking is available in Parking Lot 1. You need to buy a permit from the Kiosk on campus off of University Avenue. The permits will be approximately \$10 per day. Hourly permits may be purchased from permit dispensers.

If you have a permit for campus parking already, you must park in the lot that has been assigned to you by TAPS.

Document Check-In

Parking is available in Parking Lot 13. You need to buy a permit from the Kiosk on campus off of University Avenue. The permits will be approximately \$10 per day. Hourly permits may be purchased from permit dispensers. If you have a permit for campus parking already, you must park in the lot that has been assigned to you by TAPS..

Information about parking permits for the quarter can be found at <http://www.parking.ucr.edu/>

Climate In Riverside - Be Prepared!

Fall temperatures range from 24-29 C in the daytime to 7-13 C at night. In the winter we have occasional rain showers, and temperatures range from 10-21 C in the daytime to 0-5 C at night. Spring temperatures range from 16-27 C in the daytime to 10-16 C at night. Summer temperatures can be hot, ranging from 32-38 C in the daytime to 16-21 C at night. Bring a variety of clothing, mostly for warm weather, but bring sweaters or jackets. You may want to visit nearby mountains, which have snow in the winter.

Transferring F-1/J-1 Status From Another US School (Non-Immigrant Transfer, Including High School Graduates)

If you are currently in the United States at another institution (including high school), and are coming to UCR as a visa student in F or J immigration status, you must complete a non-immigrant transfer. In order to start this process, the international student advisor at your current school must verify your immigration status. This verification can be completed by following the steps outlined below.

If you are currently in the United States at another institution (including high school), and are coming to UCR as a visa student in F or J immigration status, you must complete a non-immigrant transfer. In order to start this process, the international student advisor at your current school must verify your immigration status. This verification can be completed by following the steps outlined below.

F-1 Students

If you are entered into SEVIS (Student Exchange and Visitor Information System) at your current school, ask the international student advisor to “release” your SEVIS record to UC Riverside. Please notify the Graduate Division Admissions Office or the Undergraduate Admissions Office of your SEVIS record “release date”. Once your record is released and you have met all other admissions requirements, the appropriate Admissions Office will issue you a “transfer pending” SEVIS I-20.

Once you arrive at UCR, you will have to complete your immigration transfer within 15 days of the beginning of courses. In order to complete this transfer, you will need to bring clear copies of your UCR I-20, your previous institution’s I-20, your passport picture page, visa and I-94 Card to the Orientation program. You may also be asked to make an appointment with the International Student Advisor.

J-1 Students

If you are entered into SEVIS (Student Exchange and Visitor Information System) at your current school, ask the international student advisor to “release” your SEVIS record to UC Riverside. Please notify the International Services Center of your SEVIS record “release date”. Once your record is released and you have met all other admissions requirements, the International Education Center will issue you a SEVIS DS-2019.

Applying for a Visa & Entering the United States

You must use the appropriate forms (I-20 for F-1 visa or DS-2019 for J-1 visa) from UC Riverside to obtain your visa and to enter the United States.

If you have an initial attendance I-20 or DS-2019 Form, you must enter the United States in the 30-day period before the program start date on your Form. You will not be allowed to enter if you arrive earlier.

If you are entering the United States with an initial attendance I-20 or DS-2019 Form, you will be required to pay a \$200 (F-1/I20) or \$180 (J-1/DS-2019) SEVIS Fee before you apply for your visa. If you are from Canada, you must apply for this fee before you enter the United States. Please see the SEVIS fee information below for details.

Do not enter the U.S. using a B-1/ B-2 (tourist) visa. Changing your status to F-1 or J-1 in the U.S. is extremely difficult and rarely approved.

F-2 students are no longer able to pursue full time degree programs in the United States. Do not enter in F-2 status if you plan to be a full time degree-seeking student.

If you are currently in the United States in F-2 status, you must file and be approved for a change of status to F-1 before the quarter begins. Contact Kelly Hinosawa at Kelly.hinosawa@ucr.edu for more information.

Consulates now require an in-person interview for most visa applicants. We recommend that you apply for a visa as far in advance as possible since visa issuance can sometimes take up to 3 months depending on the required security clearances. Please review the information below designed to assist you with the visa application process.

You will need to apply for a visa at the United States Consulate in your home country.

- a. Please review the information about visa applications and fees at the Department of State's website: www.travel.state.gov.

You will be required to present your Admissions Letter, your I-20 or DS-2019 Form, proof of financial support, and a receipt for the SEVIS-FEE (if applicable) when applying for a visa. Other items may also be requested.

Review the following website for information:
<http://educationusa.state.gov/usvisa.htm>.

If you have been a student in the United States previously and have an arrest record, please contact kelly.hinosawa@ucr.edu.

If you are preparing to study in a field that the consular officer may consider "sensitive" to the national security of the United States, please plan to apply for a visa well in advance and be prepared for potential delays. Students in fields such as biochemistry, cell & molecular biology and electrical engineering, for example, are sometimes subject to these security clearances.

- b. Be prepared to show that you have significant ties to your home country and that you will return there after completing your studies in the United States.

Once you receive a visa, you may enter the United States in the 30-day period before the program start date on your initial attendance I-20 or DS-2019. You will be denied entry if you try to come earlier. If you hold a "transfer pending" I-20 document, you may return to the United States at any time after a short visit home as long as page 3 of the I-20 Form is endorsed for travel.

Sevis Fee Information (For students in F/J status, and those changing to F/J)

Who has to pay the SEVIS fee?

If you are entering the United States with an initial attendance I-20 or DS-2019 Form issued for the first time after August 31, 2004, you will be required to pay a \$200 SEVIS Fee for F-1 students with an I-20) or \$180 SEVIS Fee (for J-1 status with a DS-2019) before you apply for your visa or before you enter the United States (if a visa is not required).

If you are a transfer student with a transfer pending I-20 or DS-2019 Form, you do not have to pay the SEVIS Fee.

If you are changing levels from one- degree level to another at UCR, you do not have to pay the SEVIS Fee, even if your Form is dated after 08/31/2004.

If you are changing status to F or J, you will be required to pay the SEVIS Fee.

If you are out-of status and reentering the United States with an initial attendance I-20 Form, you will be required to pay the Fee.

If you are still unsure about whether or not you have to pay the SEVIS Fee, please review the [Immigration and Customs Enforcement \(ICE\) website](#). You may also contact us at Kelly.hinosawa@ucr.edu with questions.

How do I pay the SEVIS fee?

You must complete and submit Form I-901 with a payment.

The easiest way to pay the SEVIS Fee is online with a credit card @ www.fmjfee.com. You must print out and keep your receipt. This proves that you have paid the SEVIS Fee.

Through Western Union in local currency.

You can also pay the SEVIS Fee by mail with a check or money order drawn on a U.S. bank and payable in U.S. dollars.

In some locations, you may be able to pay the fee through Western Union in local currency.

**Take your receipt with you when you apply for a visa or enter the United States.
You cannot pay the SEVIS fee at the border or at the airport when you arrive.**

Housing and Childcare

There are a variety of on-campus and off-campus housing options. For on-campus housing, community living or roommate sharing, please visit [UCR's housing website](#) to access online application forms. Please direct any questions to Charlotte Shifflet at charlotte.shifflet@ucr.edu or by calling (951) 827-6350 or faxing (951) 827-3807.

On-Campus and Off-Campus Housing Through UCR

There are on-campus living opportunities, but please be aware that there may be long waiting lists for some of the on-campus housing facilities. All of the information pertaining to this housing option can be found on the [UCR housing website](#). We suggest you browse through [their website](#) and familiarize yourself with the housing options available to you. Be sure to secure confirmed on-campus housing before you come to Riverside. Otherwise you must find off-campus housing. Single (unmarried/no dependents) students can choose to live at Aberdeen & Inverness Residence Hall, Lothian Residence Hall, Bannockburn Apartments, Stonehaven Apartments, and University Plaza. Married students without children can live at Bannockburn Apartments or University Plaza. Married students with children can live at Canyon Crest Student Family Housing or University Plaza.

Again, if you would like to live on campus, you must add your name immediately to the housing waiting lists. You may add your name to the waiting list by completing an application online at www.housing.ucr.edu. You will need to contact the Housing Office at housinginfo@ucr.edu to follow-up on your application.

Temporary Housing Arrangements

If for some reason, you have not yet made housing arrangements that will be available to you upon immediate arrival, there are several temporary venues located near the UCR campus.

International Residence Center (UCR Extension)

1200 University Avenue, Riverside, CA 92507

Tel: (951) 827-1708

Fax: (951) 827-5796

Less than 10 weeks

More than 10 weeks

\$45.00 Single per night

\$40.00 Single per night

\$26.00 Double per night

\$22.00 Double per night

\$20.00 Triple per night

\$17.00 Triple per night

International Village Student Housing

Availabilities begin mid-August with a 1 month minimum stay required.

\$50.00 Single per night

\$28.00 Double per night

For more information, see <http://ucr-iv.com/> or call 951-826-3101.

Dynasty Suites (10-minute walk)

3735 Iowa Avenue, Riverside, CA 92507

Tel: (800) 842-7899 or (951) 369-8200

Fax: (951) 341-6486

Prices range from \$75-\$90 for UCR staff/students.

Comfort Inn (10-minute walk)

1590 University Avenue, Riverside, CA 92507

Tel: (800) 228-5150 or (951) 683-6000

Fax: (951) 782-8052

Prices begin at \$75 for UCR staff/students.

Child Care

The Child Development Center at UC Riverside accepts children from age 4 months through six years of age (Kindergarten). Regarding cost and admission please contact:

[The Child Development Center](#)

3333 Watkins Drive

Riverside, CA 92507

(951) 827-3854

*We recommend adding your name to the list as soon as possible. Immunization records are required.

School-Aged Children

For families with school-age children, ages 5-18, we ask that you bring all previous academic records, original and English translation, as well as any records of immunization issued through the World Health Organization (you can get records from your private physician as well). Before your child can be enrolled in an American school, records of immunization have to be shown, or the child will have to get the required inoculations again.

Health and Money Matters

Required Health Immunizations

You will be required to have certain Health Immunizations either prior to your arrival or upon your arrival. The Campus Health Center will be sending you information about these requirements separately. Below is a short summary of some of the requirements.

Hepatitis B series must be started for students 19 years of age and younger.

Questions? Contact the Campus Health Center (951) 827-3031. You may also e-mail: health@ucr.edu.

Medical Insurance

All foreign students are required to have medical insurance. You will be enrolled in a UCR policy, and the fee for the insurance is included in your quarterly fee statement. UCR may accept medical insurance coverage from an outside agency if the coverage meets UCR requirements and has a claims paying agency in the United States. However, you must apply for a waiver immediately. *Do not purchase health insurance in your home country without first contacting the Student Health Office.* For any questions regarding the waiver policy, please contact the Student Insurance Office at (951) 827-5683. You may also obtain more information by e-mailing Carla Short at carla.short@ucr.edu, or by visiting the [campus health center website](#).

It is a United States federal government requirement that dependents have adequate medical insurance coverage for the period of their stay in the U.S. Specific insurance coverage requirements are available at the IEC. Medical insurance brochures are available as well.

IMPORTANT: Your insurance coverage at UCR will not begin until the first day of the quarter, September 21, 2009. Please purchase temporary travel insurance to ensure that you have coverage from the time you enter the United States until the beginning of the quarter.

Money and Expenses

You must bring enough money to pay University fees (tuition, fees, and health insurance) and move-in costs for housing. Remember to consider your own personal expenses as well. Estimated fees are available at <http://registrar.ucr.edu> under Fees and Tuition. We estimate that your initial move-in expenses will be about \$1,500-\$2,500. *You may pay your University fees with a credit card but keep in mind that the University only accepts certain types of credit cards. You may also bring traveler's checks in U.S. dollars. For other expenses, credit cards will be very useful.* Do not bring a check or draft in foreign currency, or even from a non-California bank since access to your money will be restricted for up to one month until the check is cleared. If you are on a fellowship, the money you need to bring is going to be less than the estimated costs for students not on a fellowship.

Please see our international student handbook for general information about banking in the USA.

Testing for Graduate Students (SPEAK Test)

Test for new Teaching Assistants

If you have been nominated to be a Teaching Assistant in your academic department and your native language is not English, you must take a spoken English test (SPEAK). You must sign up for this test at the front desk of the UCR Extension Center. You may register the day of the exam, but each section can only accommodate 70 students. The test fee is \$50 dollars. Please contact your department directly to see how you need to pay this fee.

LOCATION: UCR Extension Center, 1200 University Avenue

PHONE: (951) 827-4105

TESTING TIMES: Call the above number for times.

Academic Advising, Course Registration, and Obtaining a UCR ID Card

You may obtain general information about academic advising from our IEC representative [Kelly Hinosawa](#). If you would like to schedule a meeting with Kelly to address any of your questions and concerns, please call (951) 827-4113 and make an appointment.

Academic advising is available for every student through their respective departments. Counselors are available for appointments during regular school hours. Please keep in mind that their available time slots are quickly occupied with students needing their assistance, so scheduling something a meeting with them should be done in advance. E-mail addresses and phone numbers are available through various department websites. The links are available at [UCR's official homepage](#).

Registration

Every student is given a scheduled time to register for classes through the internet. Please be aware that there may be a hold placed on your registration by various departments that will prevent you from registering for classes at your scheduled time. These holds will not be removed until you contact UCR and have them released and/or until you arrive on the UCR campus. You will then be able to register for classes upon your arrival to campus, and will be exempt from any late payment fees.

Obtaining a UCR ID Card

You may obtain your UCR ID card upon your arrival onto campus. UCR ID cards are distributed at the [UCR Card Office](#) in the University Commons, Suite 249 and you will need your student ID number to apply for the card. Your picture will be taken there, so you do not have to provide any type of photo.

Intercultural Programming

The International Education Center offers various intercultural programs.

The Speaker's Bureau

If you are an on-campus or off-campus organization desiring an international representative to give a speech at any of your events, please feel free to contact the International Education Center.

The International Women's Exchange

This is a free program created especially for women, both foreign and American. It is an opportunity for women of all nationalities to exchange friendships, cultures, and ideas. You do not have to speak perfect English to attend. In fact, it is a great way to improve your English in an informal atmosphere!

Participation in this program will give you a chance to make many new friends, discover new places in Riverside, and experience various cultures. Women with children are *encouraged to bring them along*, and anyone is welcome to invite a friend!

Examples of our activities include: a picnic at the UCR Botanic Gardens, personalized card making on Mother's Day, and presentations of dances and traditions from women of different cultures.

Location: International Education Center

Time: Wednesday mornings from 10am-12pm

Information: Contact Kelly at (951) 827-4113

International Peer Advisors

IPA's assist the student body in a very significant way! It is a great volunteer opportunity to make new international friends, become a reliable resource for new international students, learn valuable team-building skills, and learn about other cultures and people. To apply to be an IPA be complete the [IPA Application](#).

To find out more information on these intercultural opportunities, please stop by our office!

Emergencies

In case of an emergency when the International Education Center is closed, you may call Campus Police at (951) 827-5222.

BOTANY AND PLANT SCIENCES OFFICE STAFF

Name/(Email)	Phone	Room	Major Areas of Responsibility
Joyleen Ashburn	24619	BH 2118	Administrative Assistant to Chair and FAO; administrative duties for search committees and other departmental committees; sabbatical and special leave forms; conference room coordinator; distribute incoming faxes; distribute travel reimbursement checks; prepares faculty merits and promotions.
Bob Bergeron	25631	BH 2164	Electronics Technician - Campus Electronics Service
Jocelyn Brimo	22152	Genomics 4119B	Operations Manager; Manage the marketing, public relations, central operations, and public information activities for the Institute for Integrative Genome Biology (IIGB) and its Centers, i.e., Center for Plant Cell Biology (CEPCEB), Biotechnology Impacts Center, and Center for Disease-Vector Research
Juliet Lin	24435	BH 2132	Financial Analyst; departmental accounting; prepares grant proposals and budgets; prepares monthly financial reports.
Cherie Cooksey	25428/24619	BH 2106	Financial & Administrative Officer (FAO) - Assistant to the Chair; management of all business, administrative, and operational activities.
Henry Gutierrez	25133	BH 2122	Purchasing Specialist - Procurement of all goods and services; fixed asset management, Microcomputer Support; data connections.
Douglas Holt	(951) 236-2132	GH16, Room 102 and 104	Teaching Laboratory Coordinator and Departmental Information Technology Specialist; responsible for collection and set up of all materials required for lab courses; maintenance and upgrade of class labs to meet modern teaching requirements; provide IT technical assistance supporting both hardware and software applications.
Rob Lennox	24421	BH 2157	Facilities Coordinator for Botany and Plant Science, Institute of Integrative Genome Biology, and the Plant Transformation Research Facility, which includes specialized growth facilities and greenhouses.
Myrna Lindo	23825	BH 2132	Financial Analyst; departmental accounting, prepares grant proposals and budgets; prepares monthly financial statements.
Eric McCullough	23551	Shop/ Ag Ops	Growth Facilities maintenance worker and building facility alteration specialist.
Jasmine Mejia	24608	BH 2142	Payroll/Personnel Specialist; benefits; performance evaluations for staff employees; staff policies and procedures; and assists in payroll accounting.

Jodie Messin	24401	BH 2132	Accounting Assistant III / Travel Coordinator/ Customer Service Desk, fund reconciliation, prepare recharges and travel vouchers for B&PS; petty cash custodian; order and maintain office supplies; distribute departmental keys; place Physical Plant emergency calls
Pest Management Services	25906	Ag Ops	Responsible for cultural care and pest management for a wide range of plants in a variety of diverse growth facilities.
Cam Pham	27112	BH 2142	Payroll/Personnel Assistant; benefits; performance evaluations for staff employees; staff policies and procedures; and assists in payroll accounting.
Nick Rainsberry	22601	Genomics 1206	Financial Analyst for the Institute for Integrative Genome Biology/Center for Plant Cell Biology; provides administrative and financial leadership for all units within the ORU including the development of rates for the Sales and Service activities.
Deb Terao	23839	BH 2138	Financial Operations Manager- supervises all financial operations, including Purchasing, Accting Asst/Travel Coordinator, and Financial Analysts; prepares monthly financial statements for BPS and PIs; prepares grant proposals and budgets
Sherice Underwood	23423	BH 2108	Academic Personnel Coordinator; AES projects; prepares academic merit and promotion files; advisor to Chair on Academic Personnel matters; coordinates symposium and other BPS conferences; BPS webmaster.
Guillermina Vallejo	27177	Genomics 1206	Assistant Analyst; administrative and financial duties for IIGB and CEPCEB; Travel Coordinator; event coordination for Seminars, Conferences and workshops; website maintenance.

FACULTY